

# FIN 311: Project Costing



# Ground Rules



Be on time



Sign the attendance sheet



Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

# Welcome

## Introductions:

- Name
- Agency
- Job Title
- Goals for Class

# Course Agenda

- 1 Course Introduction**
- 2 Module One: Introducing Project Costing**
- 3 Module Two: Managing Projects**
- 4 Course Summary**

## 1

# Course Introduction

- › **Course Objectives**
- › **Roles and Responsibilities**
- › **Activities**



# Course Objectives

## After completing this course, the user will be able to:

- Explain the Purpose and Benefits of Project Costing.
- Describe Project Costing End-to-End Processes.
- Recognize how Projects fits into PeopleSoft and Integrates with Other Modules.
- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Summarize how to Create and Maintain Rate Sets.
- Explain how to Collect, Distribute, and Price Costs.
- Demonstrate Reporting on and Analyzing Project Activity.
- Use Flexible Analysis
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Explain Accounting Rules
- Illustrate how to Complete a Project.

# Roles and Responsibilities

Role	Responsibility
<b>Ad-Hoc Configuration</b>	The Ad-Hoc Configuration role provides access to core configuration that is agency specific (e.g. agency location).
<b>Agency Configuration Maintainer</b>	The Agency PC Maintainer is responsible for updates to Agency PC configuration Maintainer values.
<b>Agency PC Batch Processor</b>	The PC Batch Processor has access to all PC batch processes needed to run on an ad-hoc basis.
<b>Agency Project Processor</b>	The Agency Project Processor is responsible for additions and updates to the Project, Activity, update funds distribution rules, activate and inactivate activities, etc.

# Roles and Responsibilities

Role	Responsibility
<b>PC Reporter</b>	The PC Reporter has access to all PC batch reports and PeopleSoft Query Viewer.
<b>Project Budgeter</b>	Ability to create, modify, and request budget approval within projects.
<b>Projects to Billing Processor</b>	The Projects to Billing Processor has access to manually run the Projects to Billing processes to avoid delays in batch processing for immediate transactions.



# Activities

**You will take part in three levels of group and individual activities throughout this course:**

- Instructor Demonstrations
- Training Exercises
- Challenges

## 2

# Introducing Project Costing

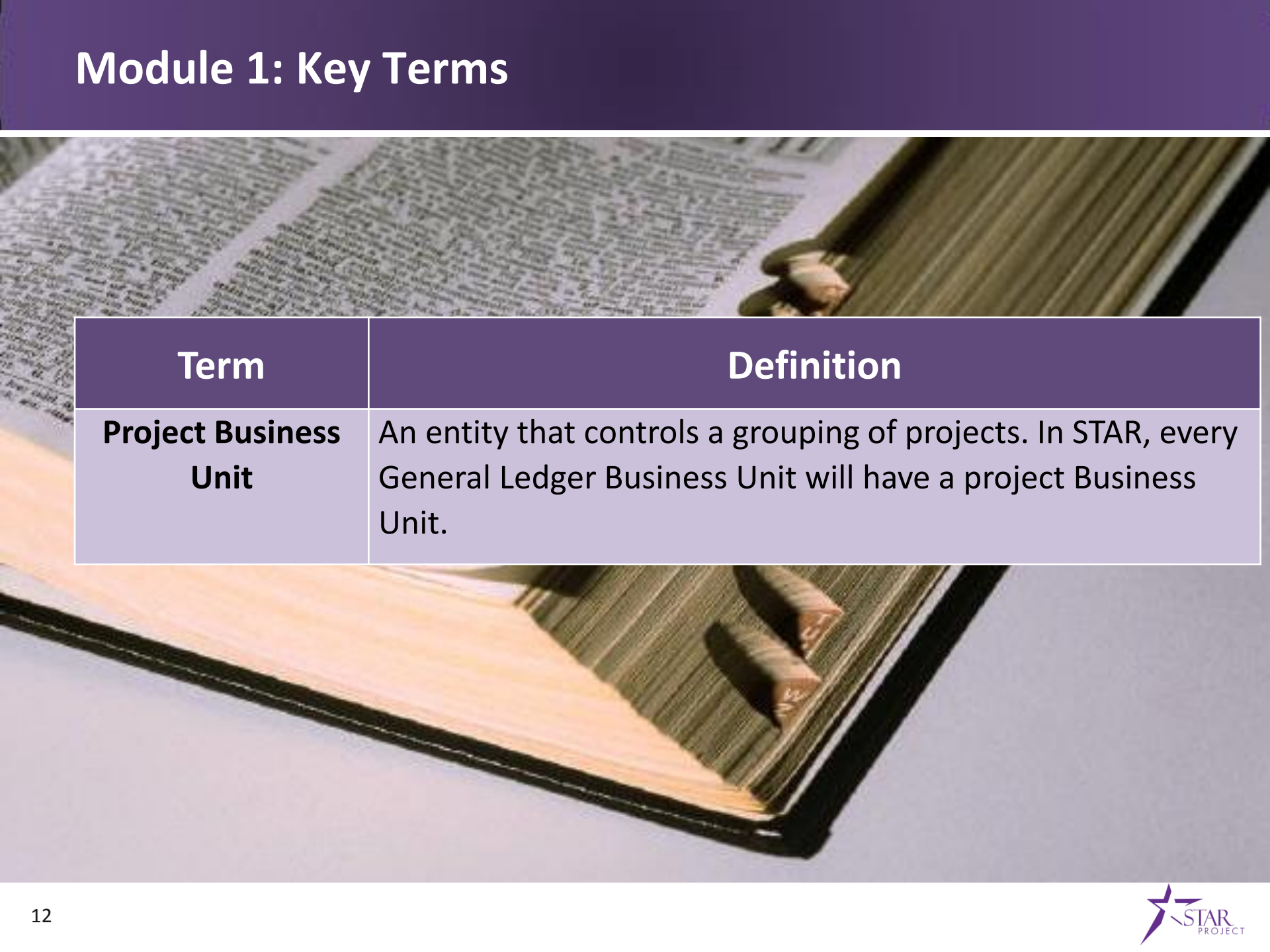
- › Objectives
- › Key Terms
- › Lesson One: Purpose and Benefits of Project Costing
- › Lesson Two: Project Costing End-to-End Processes
- › Lesson Three: How Project Costing Fits into PeopleSoft and Other Modules
- › Summary

# Module 1: Objectives

**After completing this module, the user will be able to:**

- Explain the Purpose and Benefits of Project Costing.
- Describe Project Costing End-to-End Processes.
- Recognize how Projects fit into PeopleSoft and Integrate with Other Modules.

# Module 1: Key Terms



Term	Definition
<b>Project Business Unit</b>	An entity that controls a grouping of projects. In STAR, every General Ledger Business Unit will have a project Business Unit.

# Purpose and Benefits of Project Costing

Project Costing is a cost collection system that has rules established to manipulate those costs, for example turning an expenditure into a billable transaction. Project Costing is a fully integrated project financial management solution offering advanced budgeting, costing, burdening, and analysis. Project costing is not a sub-ledger system like, for example, timing differences.



# Purpose and Benefits of Project Costing

This lesson will review the following benefits associated with Project Costing:

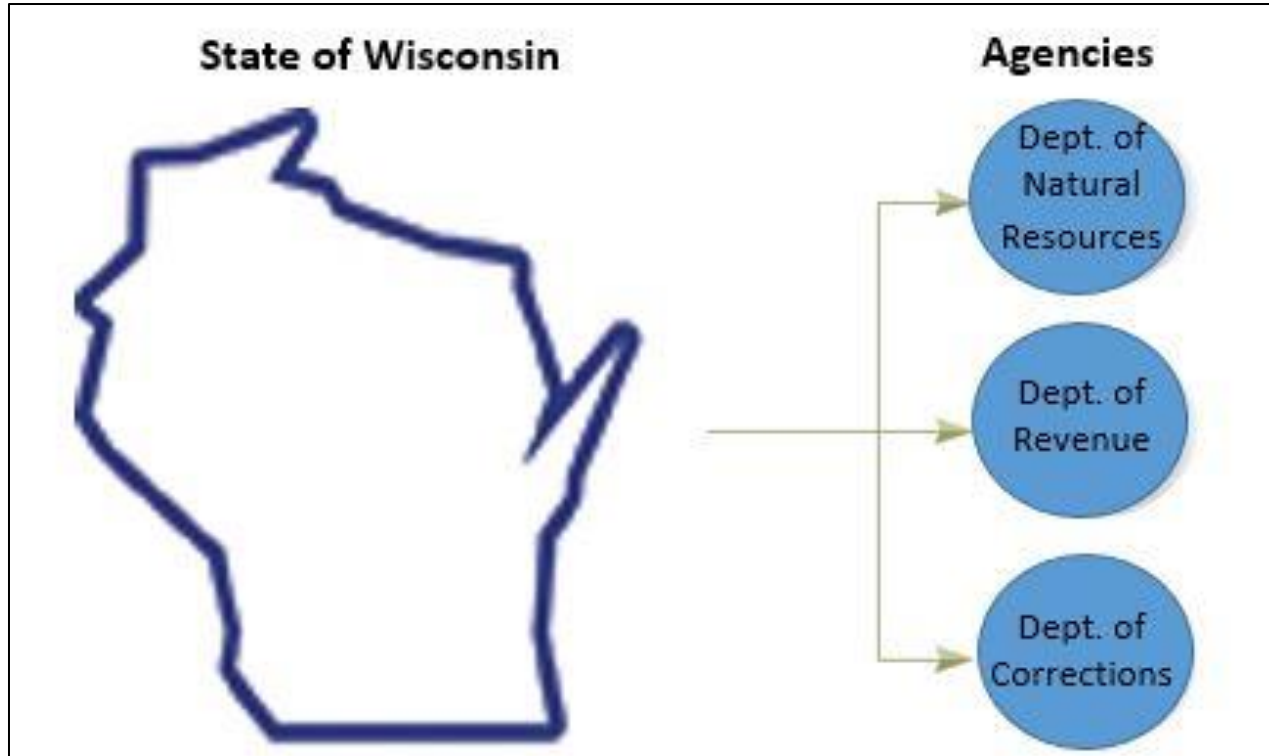
- Consistent project financial reporting which includes cost collection, expenditure billing, and categorization of costs and revenues.
- Online flexible analysis tool allows users to present project information in a manner suited to their personal preference.
- Real time cost and revenue analysis.
- Project budgeting allows for analysis of expenditures versus budget, includes budget alerts, and with commitment control can prevent incurring costs beyond a set limit.
- Allows project managers and other project support personnel to more efficiently track and analyze costs and the revenues produced from those costs (grant funded).

# Purpose and Benefits of Project Costing

Additionally, this lesson will review these key areas of change:

- Enforced approvals – projects will go through an approval process for creation
- Corrections are made in source systems, rather than a GL entry
- Open and closed processes – structure and processes around projects that have been completed
- Commitment control at project and/or activity level
- There is no legacy Project Costing system

# Purpose and Benefits of Project Costing



State of Wisconsin and  
examples of Agencies located  
in the State

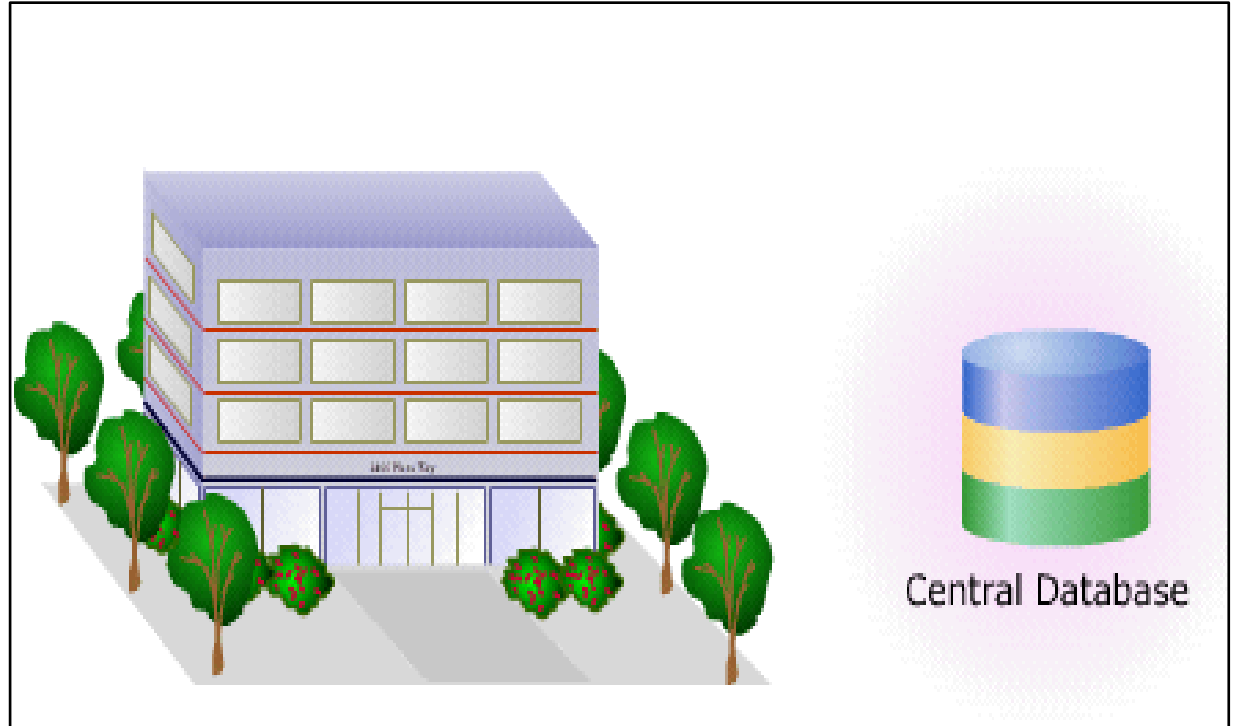
# Purpose and Benefits of Project Costing

**Agencies can  
share and  
maintain  
information**



# Purpose and Benefits of Project Costing

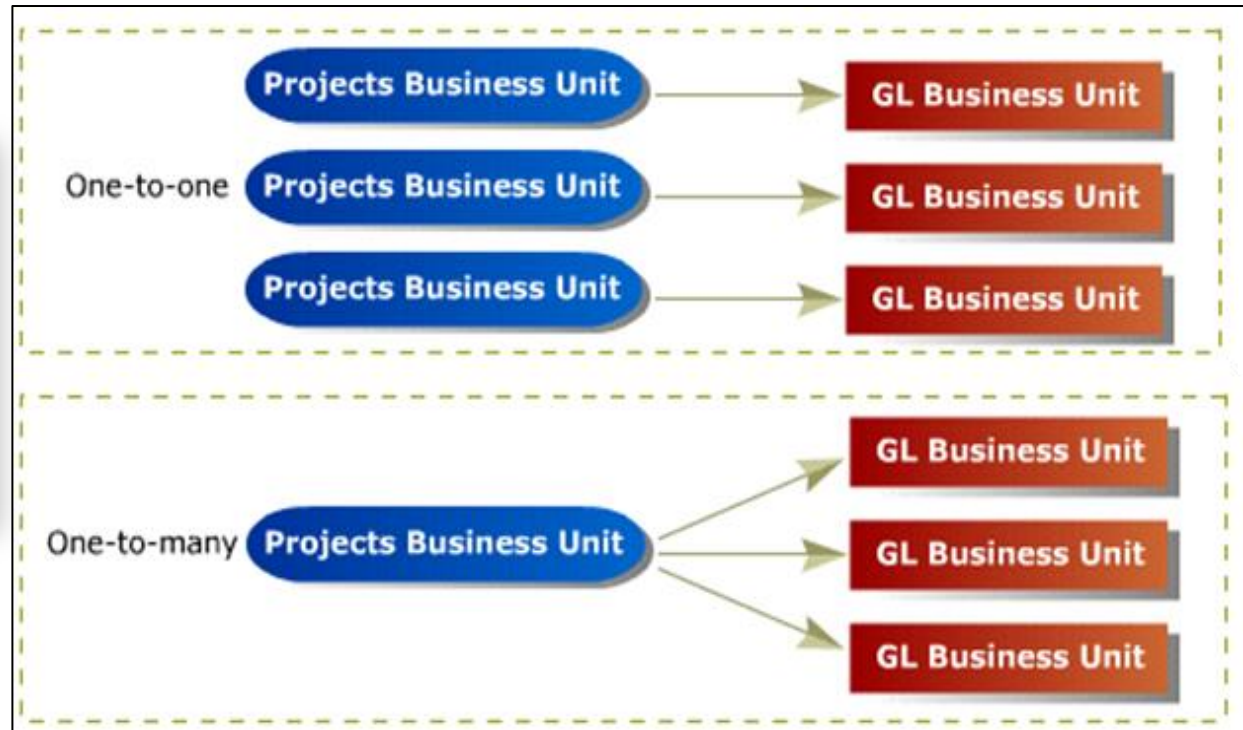
**Representation  
of the State of  
Wisconsin**





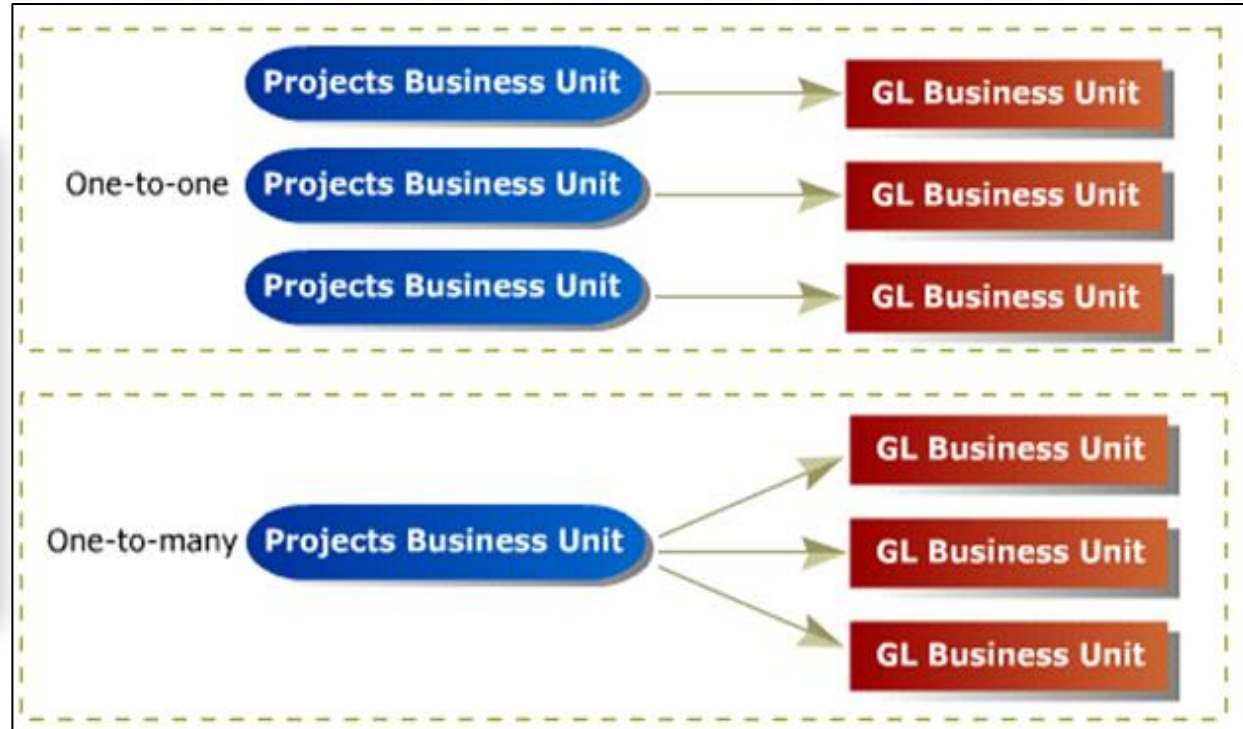
# Purpose and Benefits of Project Costing

**Diagram of one-to-one and one-to-many relationships**



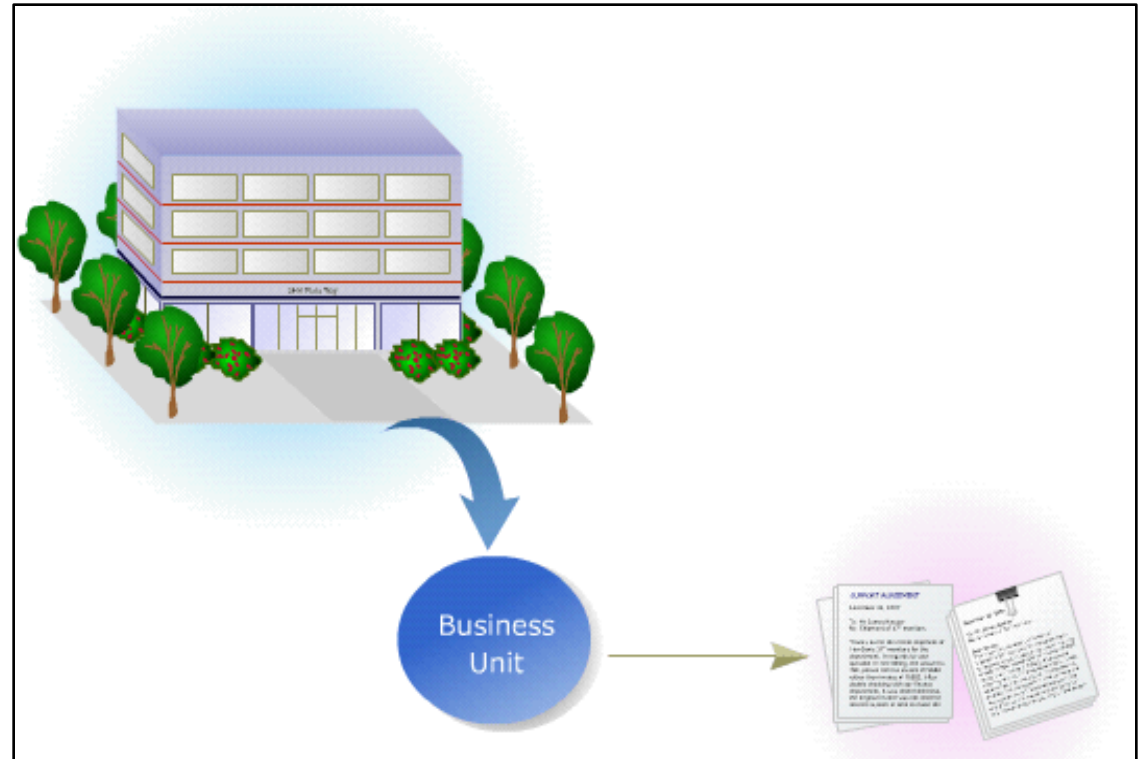
# Purpose and Benefits of Project Costing

**Two types of relationships-  
Project Costing  
and General  
Ledger**



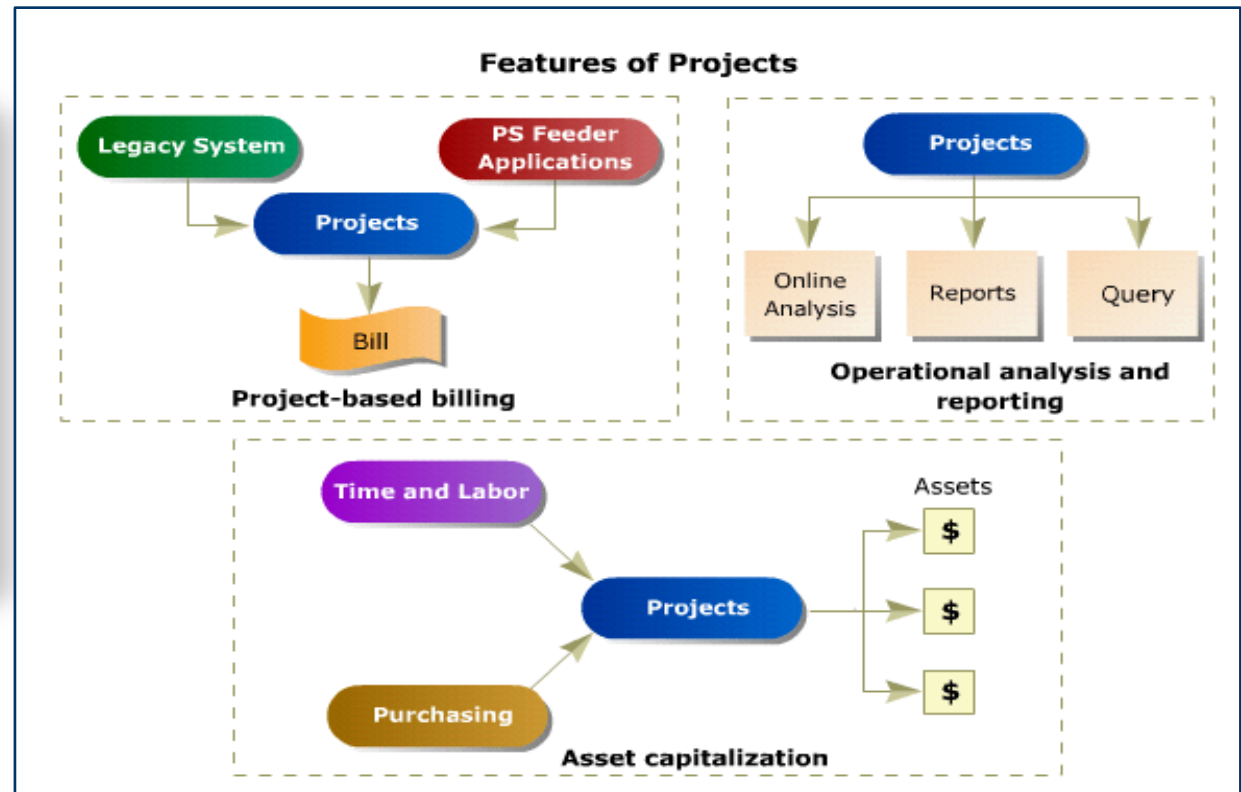
# Purpose and Benefits of Project Costing

**Information in PeopleSoft is entered in as a business unit**



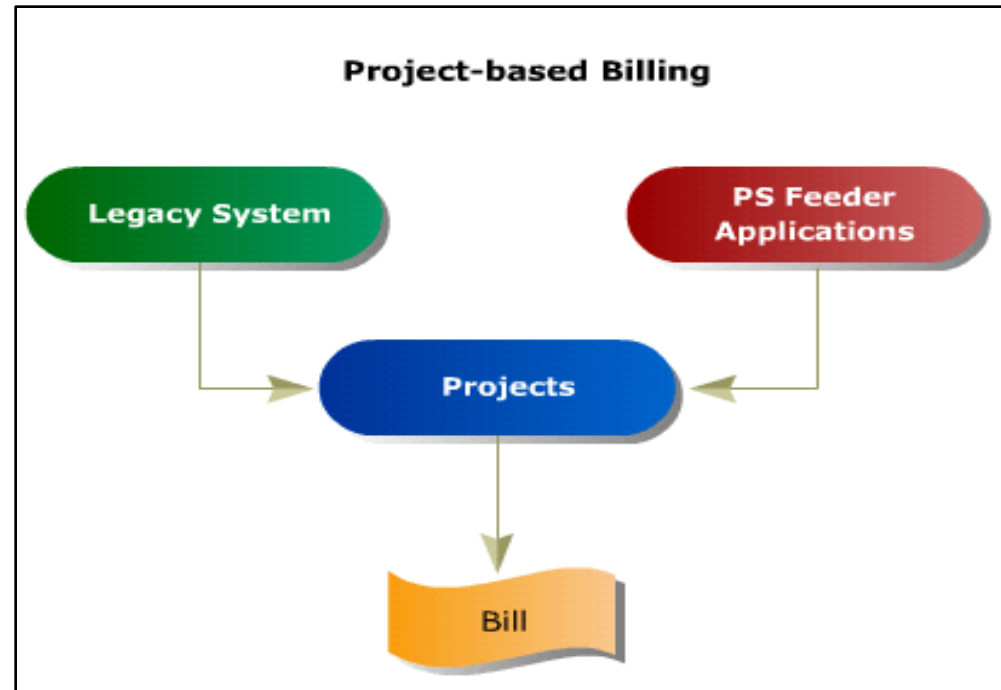
# Purpose and Benefits of Project Costing

## Diagram of the three features of Project Costing



# Purpose and Benefits of Project Costing

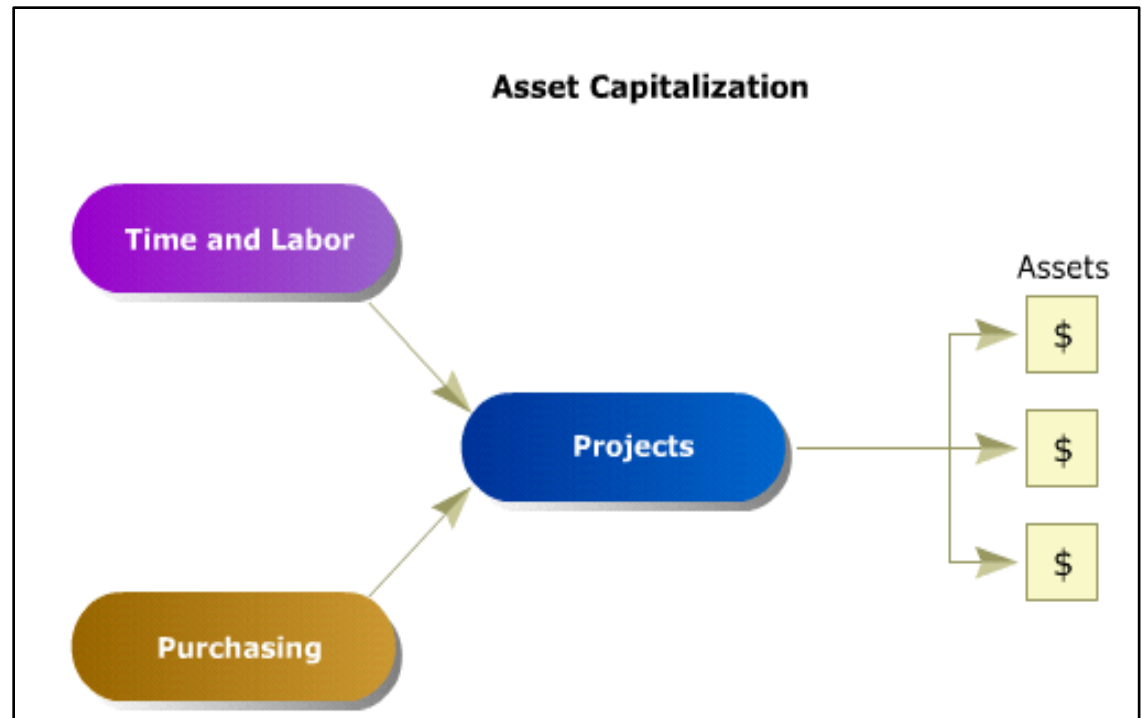
## Diagram of Project-based Billing





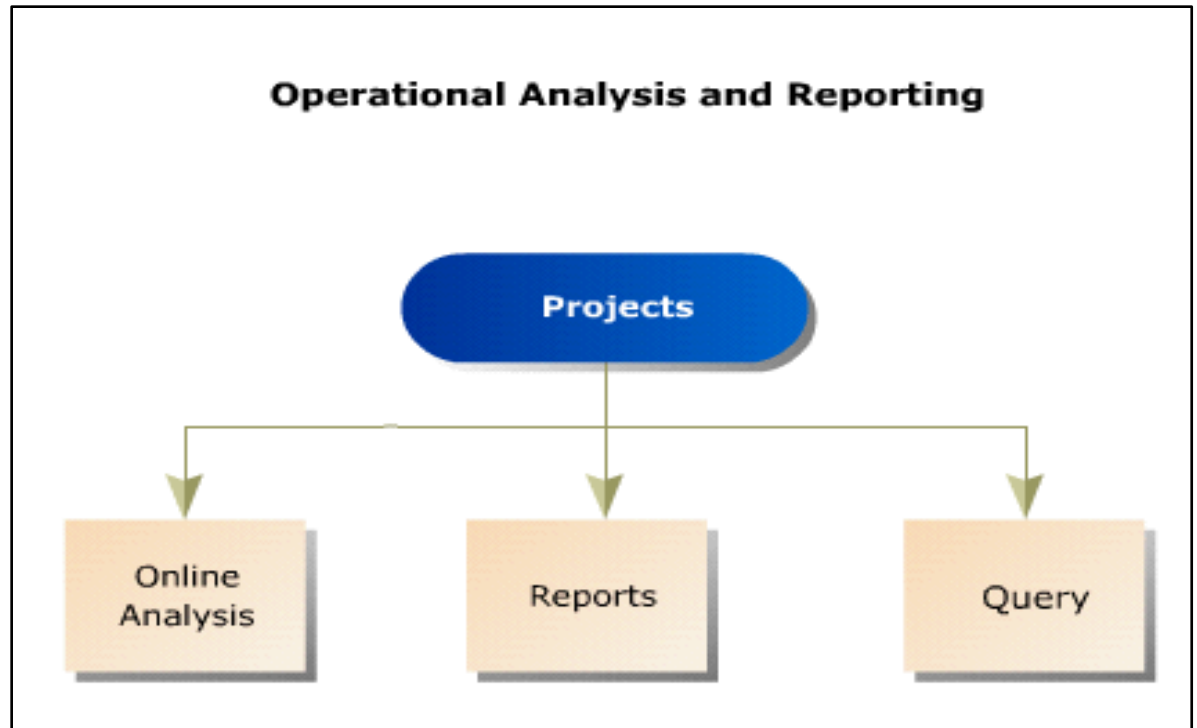
# Purpose and Benefits of Project Costing

## Diagram of the Asset Capitalization process



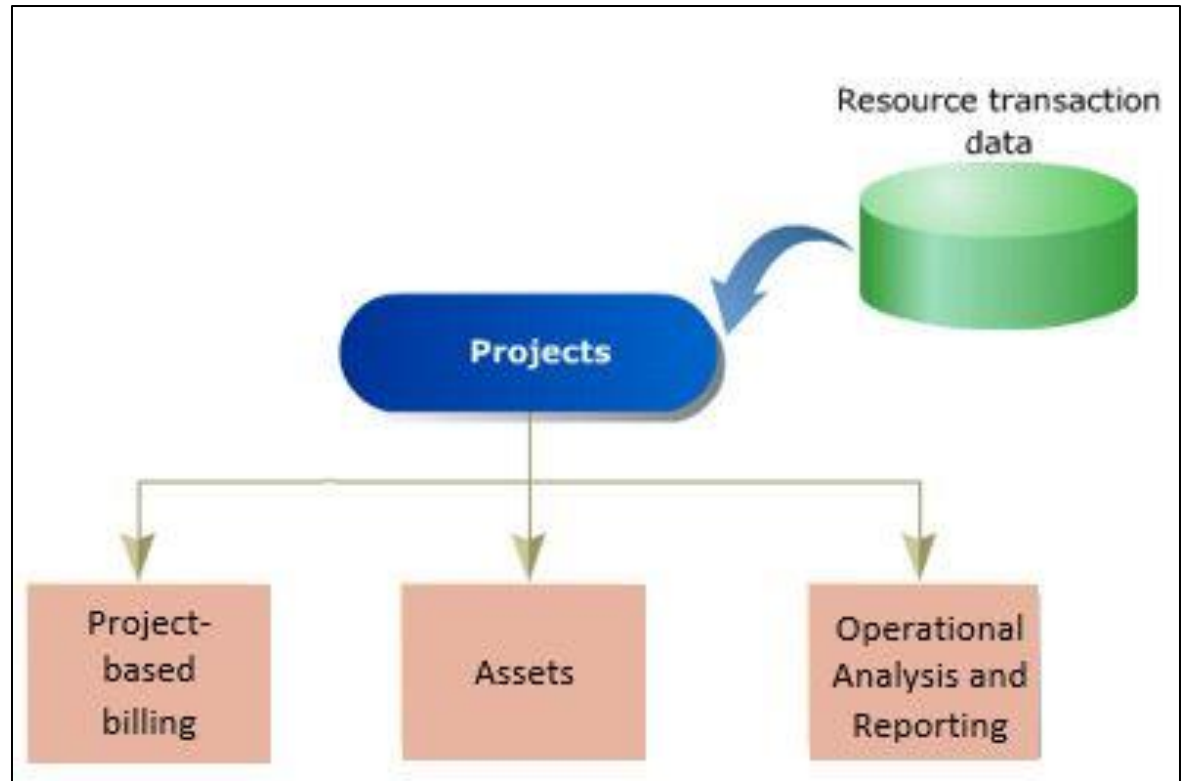
# Purpose and Benefits of Project Costing

**Illustration of  
the different  
ways users can  
structure data**



# Purpose and Benefits of Project Costing

**The large amount of resource transaction data used in Project Costing**



# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Purpose and Benefit of Project Costing.**

1. What are the three primary features of Project Costing?
2. What kind of data is stored in Project Costing and enables end users to use that data for project-based billing, assets, and operational analysis and reporting?



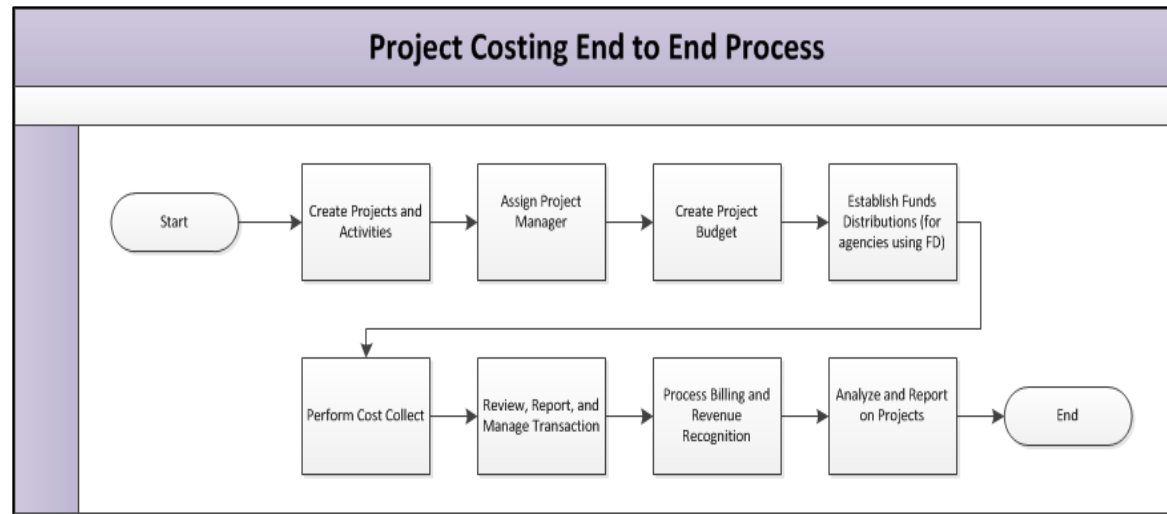
# Summary: Purpose and Benefit of Project Costing

**Now that you have completed the Purpose and Benefit of Project Costing lesson, you should be able to:**

- Explain that Project Costing organizes and groups transactions to monitor and report on the conditions of a Project.
- Define Project Costing as a cost collection system that has rules established to manipulate those costs, for example, turning an expenditure into a billable transaction.
- Recognize that Project Costing provides consistent project financial reporting which includes cost collection, expenditure billing, and categorization of costs and revenues.



# Project Costing End-to-End Processes



1. Start
2. Create Projects and Activities
3. Assign a Project Manager
4. Create a Project Budget
5. Establish Funds Distribution for Participating Agencies
6. Perform Cost Collection
7. Review, Report, and Manage Transactions
8. Process Billing and Revenue Recognition
9. Analyze and Report on Projects
10. End

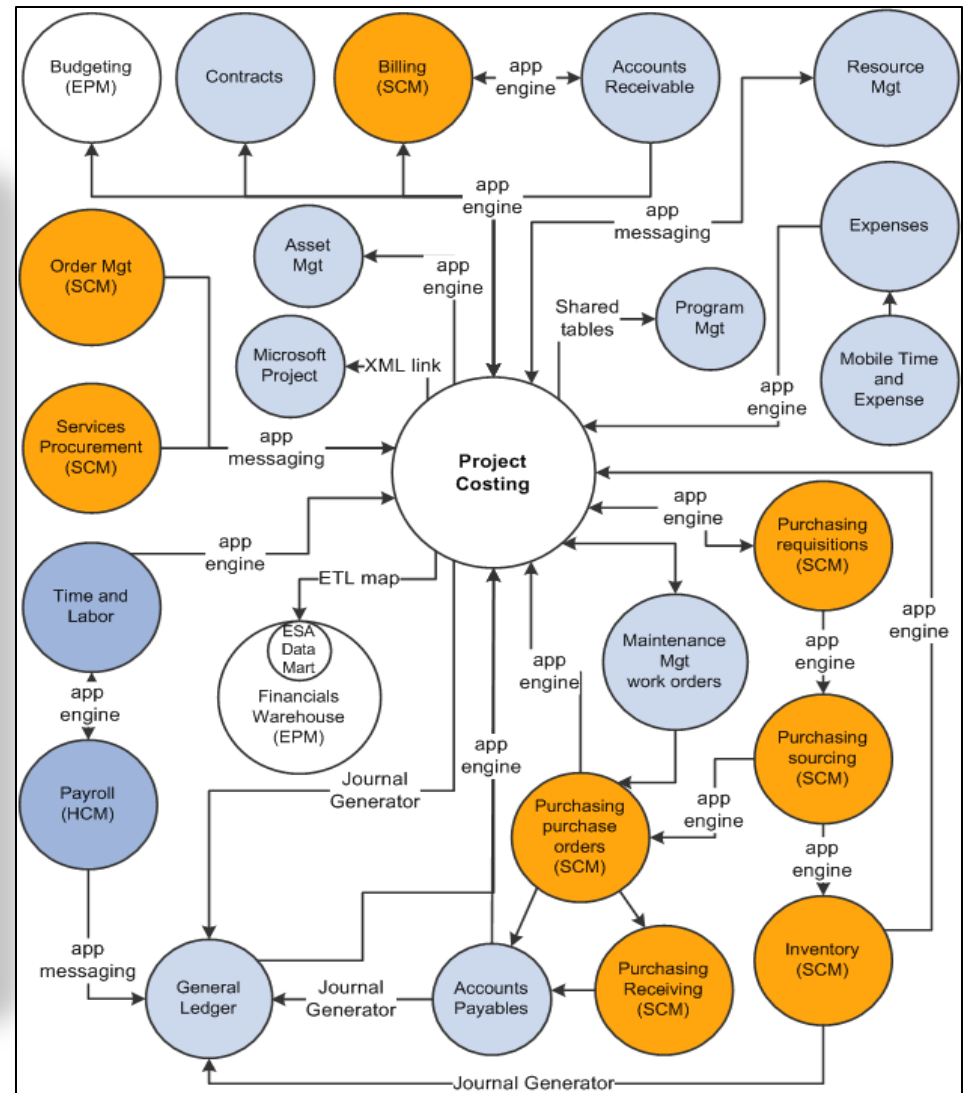
# Summary: Project Costing End-to-End Processes

**Now that you have completed the Project Costing End-to-End Processes lesson, you should be able to:**

- Recognize the general functions of what each step in the process does.
- List the steps in the Project Costing Process Flow.

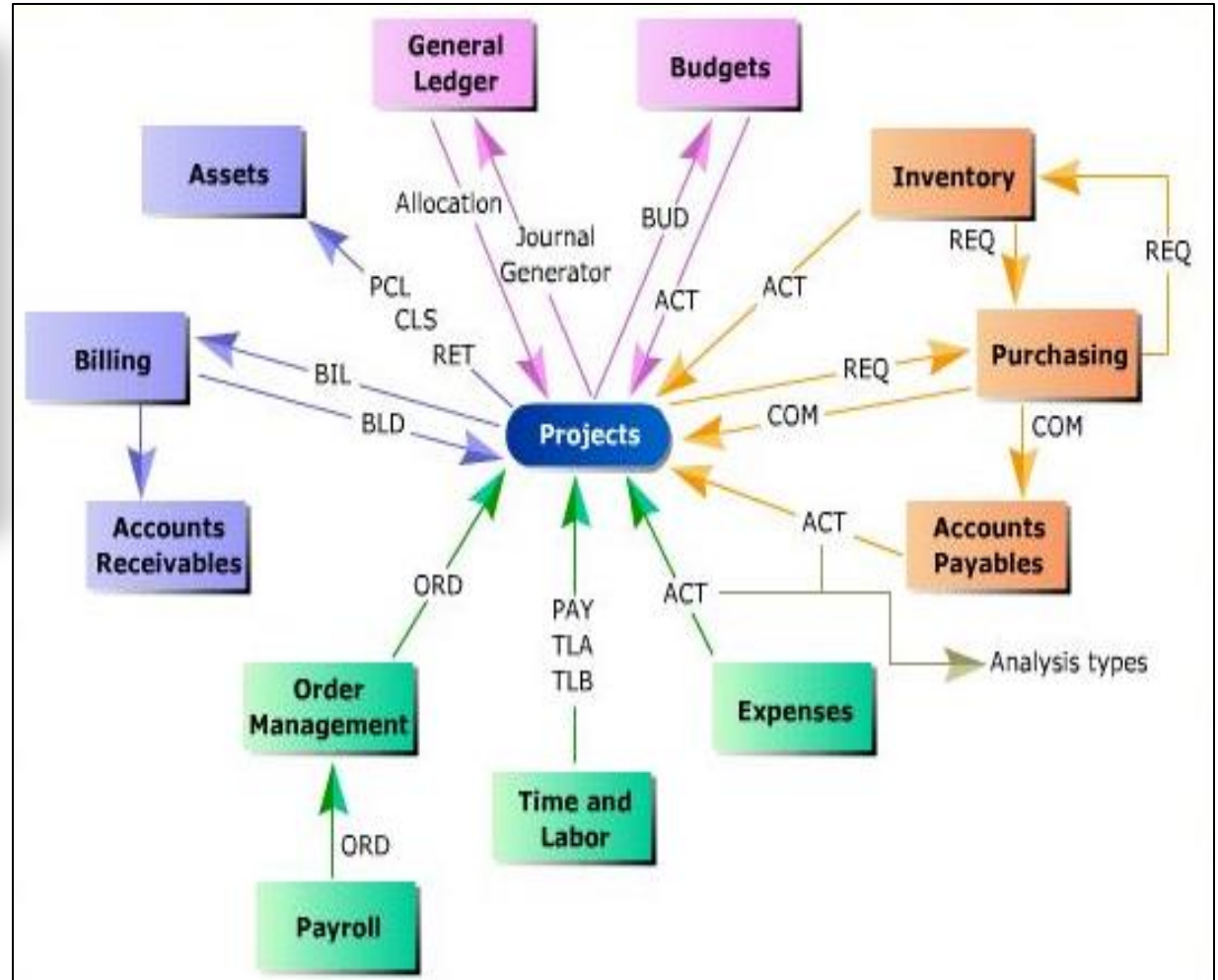
# How Project Costing Fits into PeopleSoft and Other Modules

**Project Costing integrates Inbound to PeopleSoft through the Project Activity Shell Structure, Project Budgets, Project Transaction, and Funds Distribution. Project Costing integrates outbound from PeopleSoft through Project Balances.**



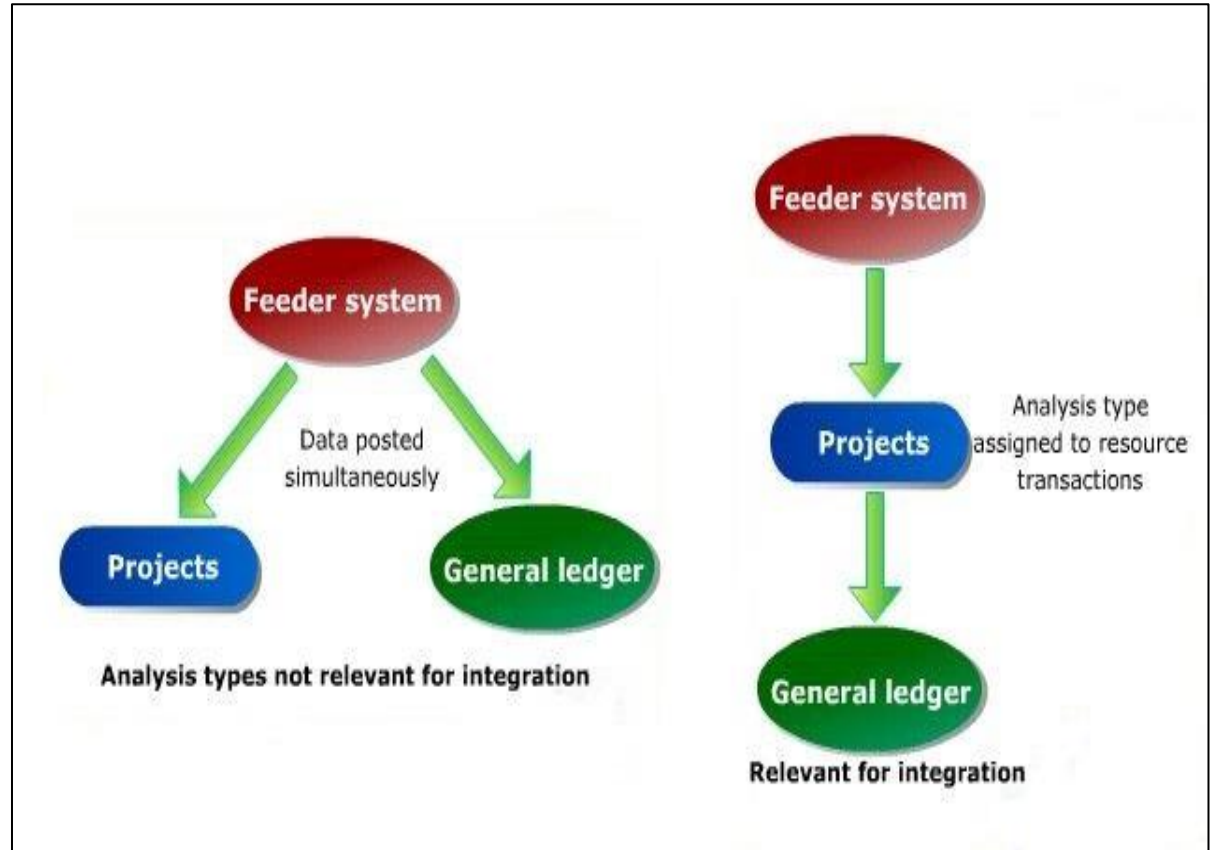
# How Project Costing Fits into PeopleSoft and Other Modules

How Project Costing integrates with other PeopleSoft applications



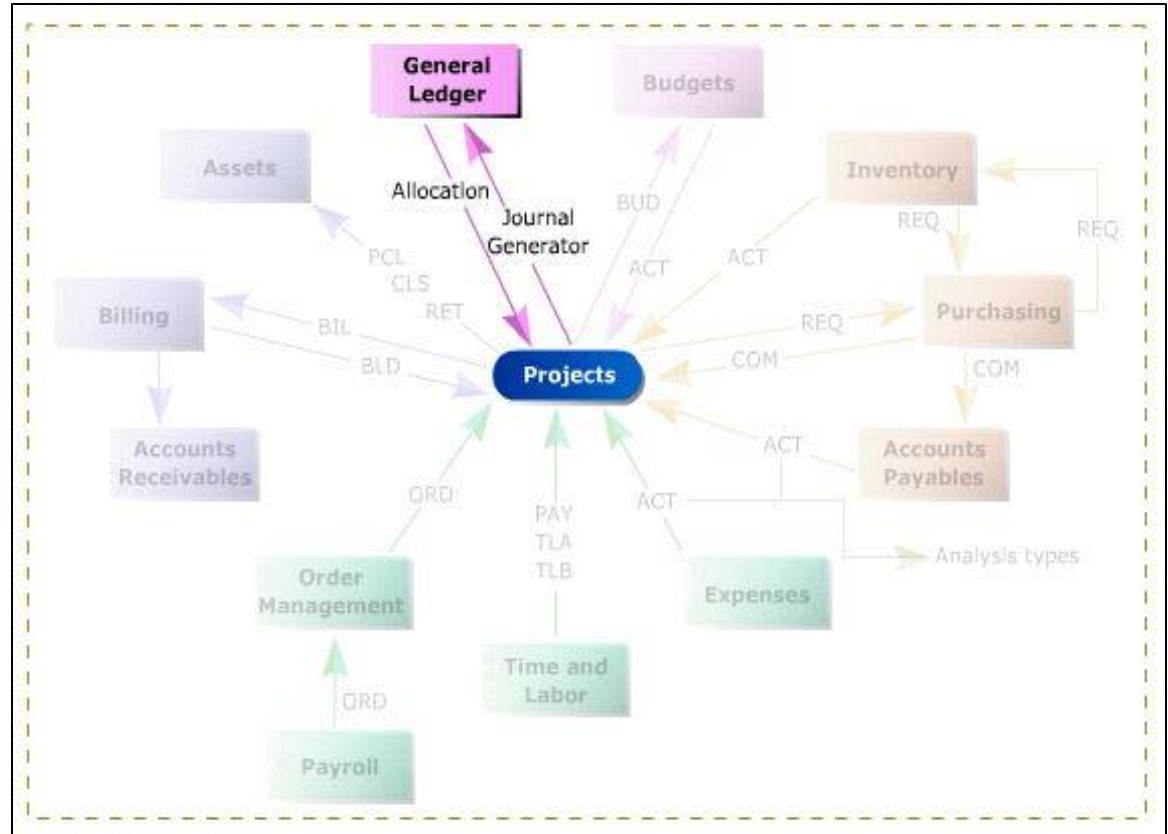
# How Project Costing Fits into PeopleSoft and Other Modules

## How feeder systems integrate into General Ledger



# How Project Costing Fits into PeopleSoft and Other Modules

## The relationship between General Ledger and Project Costing



# How Project Costing Fits into PeopleSoft and Other Modules

**Processes used for integration between Project Costing and the applications**

Integration		Process
Budgets	↔ Projects	Allocation
General Ledger	→ Projects	Allocation
General Ledger	← Projects	Journal Generator
Time and Labor	↔ Projects	Data Mover
Other Application		Application Engine



# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of How Project Costing Fits into PeopleSoft and Other Modules Processes.**

1. When Project Costing creates transactions that need to post to General Ledger, why are these transactions sent to General Ledger?
2. Give two examples of processes that integrate with Project Costing.



# Summary: How Project Costing Fits into PeopleSoft and Other Modules

**Now that you have completed the How Project Costing Fits into PeopleSoft and Other Modules lesson, you should be able to:**

- Describe how Project Costing integrates Inbound to PeopleSoft through the Project Activity Shell Structure, Project Budgets, Project Transaction, and Funds Distribution.
- Describe how Project Costing integrates outbound from PeopleSoft through Project Balances.
- Explain how PeopleSoft Project Costing generally works with different processes in PeopleSoft.

# Module 1: Summary

**Now that you have completed the Introducing Project Costing module, you should be able to:**

- Explain the Purpose and Benefits of Project Costing.
- Describe Project Costing End-to-End Processes.
- Recognize how Projects fit into PeopleSoft and integrate with other modules.

## 3

# Managing Projects

- › Objectives
- › Key Terms
- › Lesson One: Create and Maintain Projects
- › Lesson Two: Create and Update Project Activity
- › Lesson Three: Define and Update Project Budgets
- › Lesson Four: Create and Maintain Rate Sets
- › Lesson Five: Collect, Distribute, and Price Costs
- › Lesson Six: Process Billing
- › Lesson Seven: Process Revenue
- › Lesson Eight: Billing Adjustment and Reconciliation
- › Lesson Nine: Manual Project Asset Capitalization
- › Lesson Ten: Define and Update Project Costing Definition
- › Lesson Eleven: Reporting on and Analyzing Project Activity
- › Lesson Twelve: Using Flexible Analysis
- › Lesson Thirteen: Creating and Managing Funds Distribution Rules
- › Lesson Fourteen: Creating and Maintaining an Issue Log
- › Lesson Fifteen: Overview of Accounting Rules
- › Lesson Sixteen: Complete a Project
- › Summary

# Module 2: Objectives

## **After completing this module, the user will be able to:**

- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Create and Maintain Rate Sets.
- Collect, Distribute, and Price Sets.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Demonstrate Reporting on and Analyzing Project Activity.
- Use Flexible Analysis.
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Explain Accounting Rules.
- Illustrate how to Complete a Project.

## Module 2: Key Terms

Term	Definition
<b>Activity</b>	The "phase" or "deliverable" to bucket similar costs. All projects require at least one activity.
<b>Program</b>	A program is created in Project Costing initially as a project but will not have activities; used to group detailed projects.
<b>Project</b>	A first level identifier to capture cost transactions which is further broken down into activities.
<b>Project ChartFields</b>	Analogous to General Ledger ChartFields but used by Project Costing to identify use and purpose of the transaction for reporting and manipulation.
<b>PROJ_RESOURCE</b>	Main Project Costing table that is populated with costs from subsystems, for example a voucher. This table also captures transactions manipulated and transformed by Project Costing.



# Create and Maintain Projects

- This process details how to create a project in PeopleSoft, either via manual input or batch upload, and establish project details.
- Establishing a project and its activities provides the framework to capture costs and manipulate those costs where required for billing or other purposes.
- When building projects and activities for revenue projects, at least one activity will be linked to a contract to process those transactions.
- Some agencies may require a project to pool costs for downstream cost allocations.



# Create and Maintain Projects Process Flow




# Create and Maintain Projects

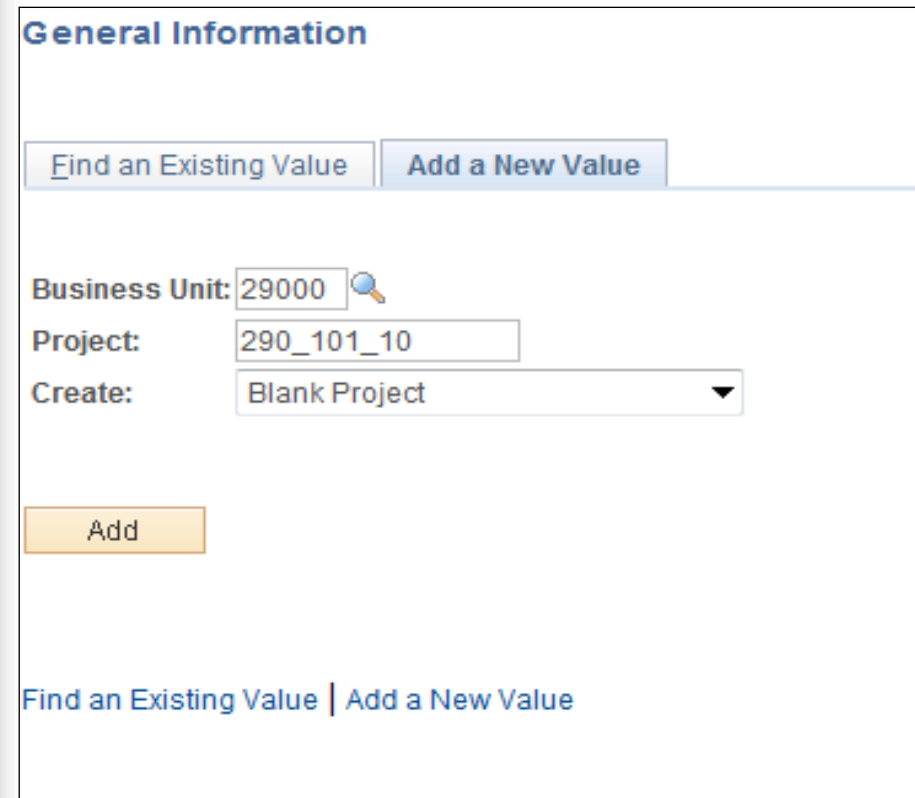
Navigation: **Project Costing > Project Definitions > General Information > Add a New Value**

**Business Unit** – is the Agency in which the Project will be created.

**Project** – this value will be the Project ID. Each agency will follow a naming convention for their Project ID values.

**Create** – for new Projects, leave this value as “Blank Project”.

Click  to enter the Project General Information pages.



The screenshot shows a web form titled "General Information". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being the active tab. Below the tabs, there are three input fields: "Business Unit:" with the value "29000" and a magnifying glass icon; "Project:" with the value "290\_101\_10"; and "Create:" with a dropdown menu showing "Blank Project". Below these fields is an orange "Add" button. At the bottom of the form, there is a link that says "Find an Existing Value | Add a New Value".

# Create and Maintain Projects

## General Information Tab

Use the **General Information** page to create or update a project. The **General Information** Tab displays high-level parameters and properties for the Project. Some of these properties are defaulted into the Project ID from Business Unit configuration.

The screenshot displays the 'General Information' tab of a project management application. The interface includes a top navigation bar with tabs: General Information, Project Costing Definition, Primavera, Program Management, Manager, Location, Phases, Approval, Justification, and User Fields. Below the navigation bar, the 'Project NEXT' section contains a 'Add to My Projects' button. The main form area includes several input fields: '\*Description' (Software Upgrade), '\*Integration' (14400), and 'Project Type' (CAPTL). There are also checkboxes for 'Program', 'Work Order Managed', and 'Processing Status' (Pending). The 'Project Status' is set to 'P' (Pending). The 'Percent Complete' is 0.00, and the 'As Of' date is blank. Below this, the 'Project Health' section shows a table with columns: Project Overall, Schedule, Budget, Resources, Issues, Risks, and User-Defined. The 'Project Schedule' section includes a '\*Calculate' dropdown set to 'End Date', a '\*Start Date' of 04/15/2015, and a '\*End Date' of 04/15/2015. The 'Duration in Days' is set to 1. The 'Additional Dates' section is also visible.

# Create and Maintain Projects

The **Manager** tab is blank at this point in the Project definition process, but will be populated when the Project Resource is defined. The individual assigned to the Project Manager role will be displayed on this page.

## Manager Tab

The screenshot displays the 'Manager' tab within a project management application. At the top, a navigation bar includes tabs for 'General Information', 'Project Costing Definition', 'Manager' (which is the active tab), 'Location', 'Phases', 'Approval', 'Justification', 'User Fields', 'Rates', and 'Attachments'. Below the navigation bar, the project details are shown: 'Project 290\_101\_10' and 'Description Software Upgrade'. The 'Project Manager' section is highlighted, showing a list of project managers. The list is currently empty, with columns for 'Effective Date', 'Manager Name', 'Project Role', 'Start Date', and 'End Date'. The 'Effective Date' is set to '07/01/2014'. Below the list, there are two buttons: 'Save as Template' and 'Copy Project'. At the bottom of the page, there are several navigation and action buttons: 'My Projects', 'Project Valuation', 'Project Team', 'Project Activities', 'Go To More', 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

# Create and Maintain Projects

## Location Tab

The **Location** Tab allows the user to define a physical location for the Project.

The screenshot shows the 'Location' tab for a project named '290\_101\_10' with the description 'Software Upgrade'. The tab is part of a larger interface with other tabs like 'General Information', 'Project Costing Definition', 'Manager', 'Phases', 'Approval', 'Justification', 'User Fields', 'Rates', and 'Attachments'. The 'Location' tab contains the following fields and values:

- Project:** 290\_101\_10
- Description:** Software Upgrade
- Location:** Find | View All | First 1 of 1 | Last
- \*Effective Date:** 07/01/2014
- Sequence:** 1
- Location Code:** 29000
- Description:** OESC - OKC, WILL ROGERS, RM502
- Country:** USA United States
- Address 1:** OKLA. EMPLOYMENT SECURITY COMM
- Address 2:** WILL ROGERS MEM OFF BLDG RM 502
- Address 3:** 2401 N LINCOLN BLVD
- City:** OKLAHOMA CITY
- County:**
- Postal:** 73152-2003
- State:** OK Oklahoma

At the bottom of the tab, there are two buttons: 'Add Location' and 'Save as Template'.

# Create and Maintain Projects

The **User Fields** Tab allows the agency to store additional properties for a Project. These fields are “free-form” in nature and will accept any value that fits the size and type of field on this page.

## User Fields Tab

The screenshot shows a web application interface for managing projects. At the top, there is a navigation bar with tabs: General Information, Project Costing Definition, Manager, Location, Phases, Approval, Justification, User Fields (selected), Rates, and Attachments. Below the navigation bar, the main content area displays the 'User Fields' tab for a specific project. The project details are: Project 290\_101\_10 and Description Software Upgrade. The 'User Fields' section contains five text input fields labeled Field 1 through Field 5. Field 1 contains the text 'UPGRADE'. To the right of these fields, there is a 'User Currency' dropdown menu with a magnifying glass icon, and three 'Amount' fields (Amount 1, Amount 2, Amount 3) and two 'Date' fields (Date 1, Date 2). At the bottom of the form, there are two buttons: 'Save as Template' and 'Copy Project'.

Field	Value
Field 1	UPGRADE
Field 2	
Field 3	
Field 4	
Field 5	

User Currency: [Dropdown]  
Amount 1: [Text Field]  
Amount 2: [Text Field]  
Amount 3: [Text Field]  
Date 1: [Text Field] [Calendar Icon]  
Date 2: [Text Field] [Calendar Icon]

Buttons: Save as Template, Copy Project

# Create and Maintain Projects

The **Rates** Tab displays Customer Contract information for Projects that are linked to a Contract for billing purposes. Rates for pricing Project transactions are also visible on this page.

## Rates Tab

The screenshot shows the 'Rates' tab of a software application. The top navigation bar includes tabs for General Information, Project Costing Definition, Manager, Location, Phases, Approval, Justification, User Fields, Rates (selected), and Attachments. The main content area is divided into two sections. The left section, titled 'Associated Contracts', shows project details: Project 290\_101\_10, Description Software Upgrade, and a table with columns for Activity, Sold To Customer, Contract Number, Line, Rate Selection, and Description. The table has one row with 'Billing' and 'Revenue' values. The right section, titled 'Rates', contains a 'Rate Selection' dropdown set to 'Rate Set', a 'Rate' field with the value 'AS\_INCURRE', and buttons for 'View/Add Rates' and 'Update Activities'.

Activity	Sold To Customer	Contract Number	Line	Rate Selection	Description
Billing				Revenue	-



# Create and Maintain Projects

## Attachments Tab

The **Attachments** Tab allows the user to attach a document (Microsoft Word, Excel, etc.) to the Project as supporting documentation. These could include work papers, design specifications, etc.

The screenshot shows the 'Attachments' tab in a software application. The top navigation bar includes tabs for 'Project Costing Definition', 'Manager', 'Location', 'Phases', 'Approval', 'Justification', 'User Fields', 'Rates', and 'Attachments'. The main content area displays 'Project 290\_101\_10' and 'Description Software Upgrade'. Below this, there is a 'Document Attachments' section with a table. The table has two columns: 'Requests' and 'Attached File'. The first row shows '1' in the 'Requests' column and an empty cell in the 'Attached File' column. To the right of the table, there are links for 'Personalize', 'Find', 'View All', and a 'First 1 of 1 Last' indicator. A small icon of a document with a plus sign is visible in the bottom right corner of the table area.

Requests	Attached File
1	

# Create and Maintain Projects

The **Budget Alerts** Tab defines the budget alert rules for the Project. Budget Alerts allow the user to see when Project spending reaches predefined warning levels. These are alerts only and do not affect transactions.

## Budget Alerts Tab

Project 290\_101\_10 Description Software Upgrade

Calculation Type Percentage (Actual vs. Budget)

*Alert Type	*Description	Operation	Percentage	Copy to Activities
High	90% Budget Expended	>=	90.00	<input type="checkbox"/>
Medium	75% Budget Expended	>=	75.00	<input type="checkbox"/>

# Create and Maintain Projects

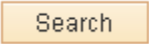
Navigation: **Project Costing > Project Definitions > Team > Find an Existing Value**

Enter the Search Criteria to retrieve the Project.

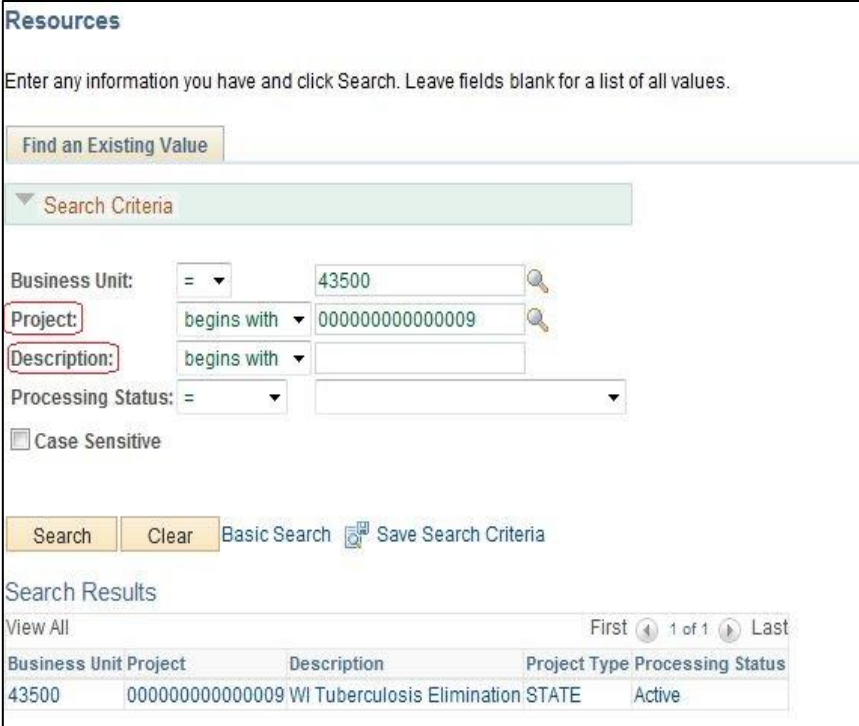
**Business Unit** – is the Agency in which the Project is stored.

**Project** – the Project ID value.

**Description** – search by Project Description.

Click  to enter the Project Resources pages.

## Defining Project Resources



**Resources**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Business Unit: = 43500

Project: begins with 000000000000009

Description: begins with

Processing Status: =

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

[View All](#) First 1 of 1 Last

Business Unit	Project	Description	Project Type	Processing Status
43500	000000000000009	WI Tuberculosis Elimination STATE		Active

# Create and Maintain Projects

## Resources Tab

Business Unit 43500 Project 00000000000009 Description WI Tuberculosis Elimination  
Start Date 04/14/2015 End Date 04/15/2016 Processing Status Active Currency USD

Add Resource Import from Template Quick Add Resource View Class(es) All

Associated Resources ? Personalize Find View All First 1 of 1 Last

Resource Class	Resource Name	ID Number	Primary Project Role	Planned Start Date	Planned End Date	Resource Pool	Personnel Status	*Resource Status
Labor	Tim Supervisor	MM000000002	PROJ_MGR	04/14/2015	04/15/2016	Unassigned Pool	Employee	Considered

Quick Add Resources ?

\*Resource Class Labor \*Resource Name ID Number Quantity 1

\*Start Date 04/14/2015 \*End Date 04/15/2016 \*Project Role

Resource Pool Region Code Resource Status Considered

Add

Check For Conflicts Save as Template

The **Resources** Tab allows the user to define the team resources. Resources can be added individually by ID number.

# Create and Maintain Projects

## Resources Detail Tab

**Resource Detail**

Business Unit 43500 Project 00000000000009 Description WI Tuberculosis Elimination  
Start Date 04/14/2015 End Date 04/15/2016 Processing Status Active Currency USD

Resource Detail Find | View All First 1 of 1 Last

**General Information** View Resource Calendar

ID Number MM000000002  
Resource Name Tim Supervisor  
Resource Pool Unassigned Pool  
Region AMER  
Personnel Status Employee  
Description  
\*Resource Class Labor  
\*Resource Status Considered  
Primary Project Role PROJ\_MGR  
Jobcode Generic Job Code  
Quantity 1  
Named labor resource  
☒ Email Notify for Status Change  
Email ID

The **Resources Detail** Tab allows the user to select allows the user to indicate the resource as the Project Manager.

# Create and Maintain Projects

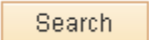
Navigation: **Project Costing > Project Definitions > Status > Find an Existing Value**

Use the Search Criteria to retrieve the Project ID.

**Business Unit** – is the Agency in which the Project is stored.

**Project** – the Project ID value.

**Description** – search by Project Description.

Click  to enter the Project Status pages.

## Set Project Status

**Status**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit: = 29000

Project: begins with 290\_101\_10

Description: begins with

Program: = Detail Project

Processing Status: =

☐ Include History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1 of 1 Last

Business Unit	Project	Description	Project Type	Processing Status
29000	290_101_10	Software Upgrade	TYP_A	Active

# Create and Maintain Projects

## Project Status Page

The **Project Status** page allows the user to define an effective dated Status for each Project.

**Status**

Project 370000000000014 Description INVASIVE SPECIES

**Project Status** Find | View All First 1 of 1 Last

Effective Date 01/01/1901 Sequence 0

\*Status A Active

Priority 0

Interest Calculation Factor 0.0

Comments

[Return to General Information](#)

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History



# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Creating and Maintaining Projects.**

1. Why is it important to establish a project start and end date before you save the project?
2. If you reach or exceed your project budget, will the budget alerts page stop a transaction from happening?



# Instructor Demonstration: Create and Maintain Projects

**In creating a project, users define the structure to which activities and resources are added. A project must be set up before activities or resources can be attached to it. Your instructor will demonstrate how to create a project in PeopleSoft while you follow along.**



# Instructor Demonstration: Debrief

- 1. What happens if your project status is closed?**
- 2. What actions can be performed on the “Attachments” tab?**



# Training Exercise: Create and Maintain Projects

**In this exercise, you will manually add a new project. Use the data on the training exercise to complete the activity.**



# Training Exercise: Debrief

1. How many project managers can be designated per project?
2. When is the Manager tab populated?



# Summary: Create and Maintain Projects

**Now that you have completed the Create and Maintain Projects lesson, you should be able to:**

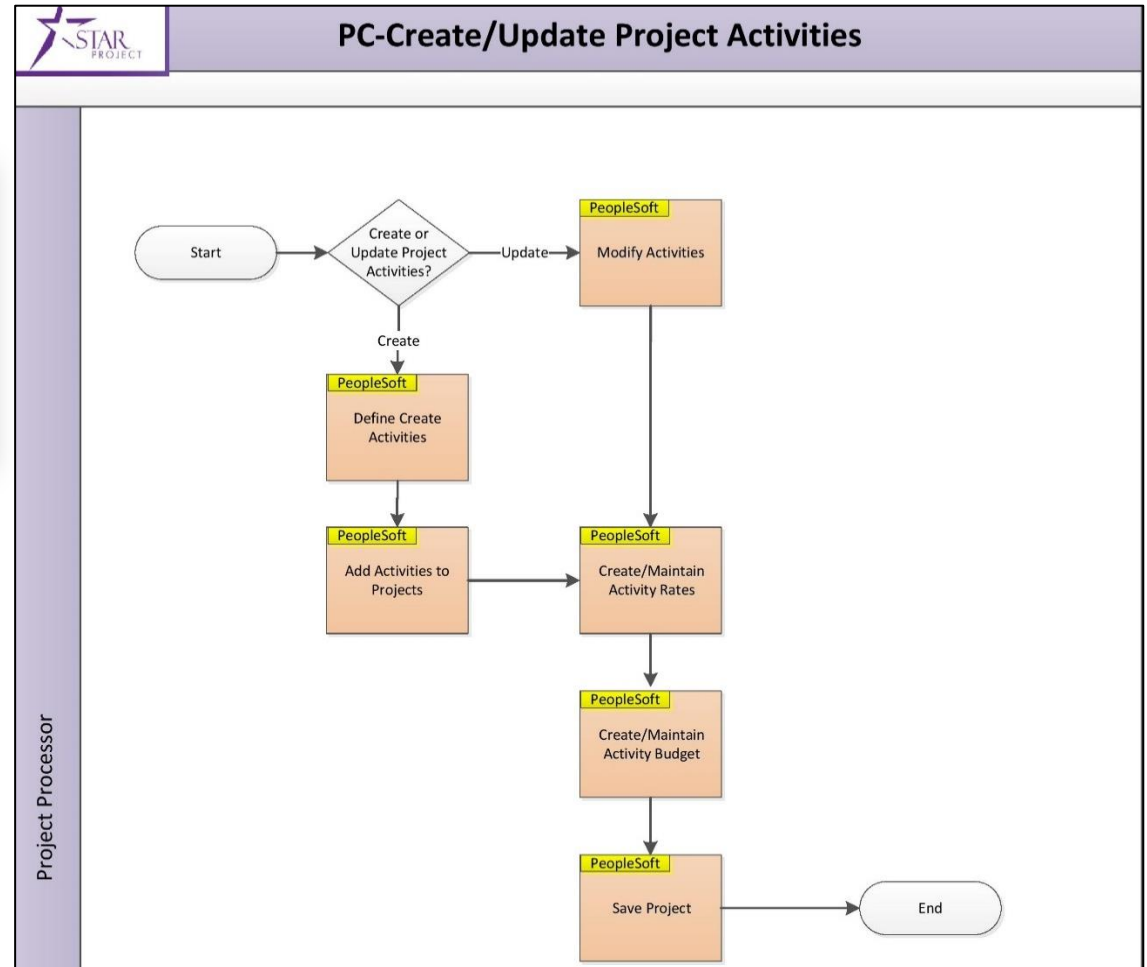
- Define the high-level administrative information about a project using the General Information page.
- Manually create a project in PeopleSoft.

# Create and Update Project Activity

- This process details how to create and update project activities, activity rates, and activity budgets.
- An activity within a project is required to capture transactions.
- If your agency is “splitting up front,” your activities will serve a dual purpose:
  - To collect the costs as distributed
  - To process billing transactions
- If your agency is using funds distribution, your activities will perform cost collection, and the target activities will perform billing.

# Create and Update Project Activity

## Create and Update Project Activity Process Flow





# Create and Update Project Activity

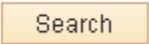
Navigation: **Project Costing > Activity Definitions > Project Activities > Find an Existing Value**

Use the Search Criteria to retrieve the Project ID.

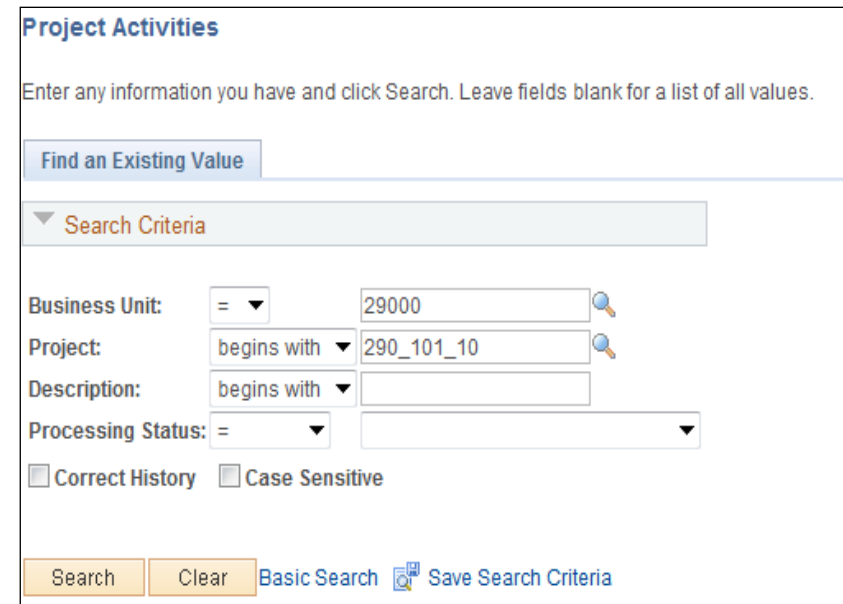
**Business Unit** – is the Agency in which the Project is stored.

**Project** – the Project ID value.

**Description** – search by Project Description.

Click  to enter the Project Activity pages.

## Create Project Activities



**Project Activities**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Business Unit: = 29000

Project: begins with 290\_101\_10

Description: begins with

Processing Status: =

☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

# Create and Update Project Activity

## Project Activities Tab

The screenshot displays the 'Project Activities' tab in a software application. At the top, there are tabs for 'Project Activities' and 'Gantt Chart'. Below these, project details are shown: 'Project' 0000000000000008, 'Description' Tuberculosis Elimination, 'Processing Status' Active, and 'Charging Level' Detail. A toolbar includes icons for navigation and a 'Number Rows' dropdown set to 1. The main section is titled 'Project Activities' and contains sub-tabs: 'Schedule', 'More Dates', 'Details', and 'User Fields'. The 'Schedule' sub-tab is active, showing a table with the following columns: 'Select', 'WBS ID', '\*Activity Name', '\*Activity', 'Duration (Days)', '\*Start Date', '\*End Date', 'Calculate', and 'Percent Complete'. The first row of the table contains a checkbox, an empty 'WBS ID' field, an empty '\*Activity Name' field (highlighted with a red box), the text 'NEXT' in the '\*Activity' column, a value of '1' in the 'Duration (Days)' column, and dates '04/14/2015' and '04/14/2015' in the '\*Start Date' and '\*End Date' columns respectively (these date fields are also highlighted with a red box). Below the table are buttons for 'Recalculate Schedule' and 'Save as Template'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Select	WBS ID	*Activity Name	*Activity	Duration (Days)	*Start Date	*End Date	Calculate	Percent Complete
<input type="checkbox"/>			NEXT	1	04/14/2015	04/14/2015	Duration	0.00

The **Project Activities** Tab allows the user to enter multiple Activities for the Project. Activity ID, Description and Dates will be added.

# Create and Update Project Activity

## More Dates Sub-Tab

Use the **More Dates** Sub-Tab to define additional dates for the Project Activity.

The screenshot shows the 'More Dates' sub-tab of the 'Project Activities' section. The project is '290\_101\_10' with the description 'Software Upgrade' and a status of 'Active'. The interface includes a toolbar with icons for navigation and editing, a 'Number Rows' dropdown set to 1, and an 'Expand' dropdown set to 'All Subtasks'. The 'Project Activities' table has tabs for 'Schedule', 'More Dates', 'Details', and 'User Fields'. The 'More Dates' tab is active, showing a table with columns for 'Select', 'WBS ID', 'Activity Name', 'Baseline Start', 'Baseline Finish', 'Actual Start', 'Actual Finish', 'Early Start', 'Early Finish', 'Late Start', and 'Late Finish'. A single row is visible with '1' in the 'WBS ID' column and 'Workstation Inventory' in the 'Activity Name' column. Below the table is a 'Save as Template' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Select	WBS ID	Activity Name	Baseline Start	Baseline Finish	Actual Start	Actual Finish	Early Start	Early Finish	Late Start	Late Finish
<input type="checkbox"/>	1	Workstation Inventory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Create and Update Project Activity

## Details Sub-Tab

**Activity Type** – if desired, define the Activity Type for grouping Activities for analysis and reporting purposes.

The screenshot shows the 'Details' sub-tab of the 'Project Activities' window. At the top, there are tabs for 'Project Activities' and 'Gantt Chart'. Below them, project information is displayed: 'Project 453\_101\_10', 'Description Software Upgrade', 'Processing Status Active', and 'Charging Level Detail'. A toolbar with various icons and a 'Number Rows' dropdown (set to 1) is visible. The main table has columns: 'Select', 'WBS ID', 'Activity Name', 'Activity Type', 'Cascade Owner', 'Activity Owner', 'Name', 'Activity Status', 'Processing Status', 'Milestone', and 'Allow Interest Calculation'. A single row is shown with '1' in the 'WBS ID' column and 'Workstation Inventory' in the 'Activity Name' column. Below the table are buttons for 'Recalculate Schedule' and 'Save as Template'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Select	WBS ID	Activity Name	Activity Type	Cascade Owner	Activity Owner	Name	Activity Status	Processing Status	Milestone	Allow Interest Calculation
<input type="checkbox"/>	1	Workstation Inventory						Active	<input type="checkbox"/>	<input type="checkbox"/>

# Create and Update Project Activity

Define up to five additional Alpha-numeric values, three Amount values and two Date values. These fields will accept free-form values for each field type.

## User Fields Sub-Tab

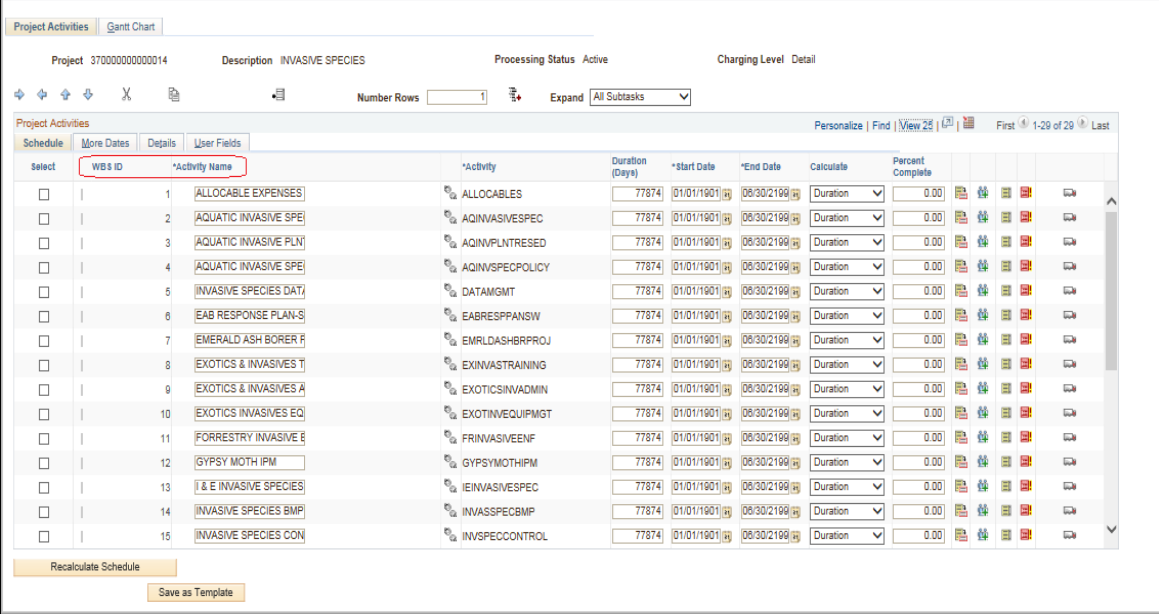
The screenshot shows the 'User Fields' sub-tab within the 'Project Activities' section. The interface includes a header with project details: Project 290\_101\_10, Description Software Upgrade, and Processing Status Active. Below this is a toolbar with icons for navigation and editing, a 'Number Rows' dropdown set to 1, and an 'Expand' dropdown set to 'All Subtasks'. The main table has columns for 'Select', 'WBS ID', 'Activity Name', and five 'Field' columns (Field 1 to Field 5), followed by 'User Currency', 'Amount 1', and 'Amount 2'. A single row is displayed with the activity 'Workstation Inventory', 'COUNT1' in Field 1, and 'LABOR' in Field 5. A 'Save as Template' button is located below the table. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Select	WBS ID	Activity Name	Field 1	Field 2	Field 3	Field 4	Field 5	User Currency	Amount 1	Amount 2
<input type="checkbox"/>	1	Workstation Inventory	COUNT1				LABOR			

# Create and Update Project Activity

To add additional Activities to the Project select the checkbox next to the Activity under which the new Activity will reside. The new activity could be a sibling to an existing Activity (reside on the same level in the WBS) or it could be a child of an existing Activity (reside on a level below in the WBS).

## Schedule Sub-Tab



select	WBS ID	Activity Name	Activity	Duration (Days)	Start Date	End Date	Calculate	Percent Complete				
<input type="checkbox"/>	1	ALLOCABLE EXPENSES	ALLOCABLES	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	2	AQUATIC INVASIVE SPE	AQINVASIVESPEC	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	3	AQUATIC INVASIVE PLN	AQINVLNTRSED	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	4	AQUATIC INVASIVE SPE	AQINVSPECPOLICY	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	5	INVASIVE SPECIES DAT	DATAMGMT	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	6	EAB RESPONSE PLAN-S	EABRESPANSW	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	7	EMERALD ASH BORER F	EMRLDASHBRPROJ	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	8	EXOTICS & INVASIVES T	EXINVASTRaining	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	9	EXOTICS & INVASIVES A	EXOTICSINVADMIN	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	10	EXOTICS INVASIVES EQ	EXOTINVEQUIPMGT	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	11	FORRESTRY INVASIVE E	FRINVASIVEENF	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	12	GYPSY MOTH IFM	GYPSYMOITHPM	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	13	I & E INVASIVE SPECIES	IEINVASIVESPEC	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	14	INVASIVE SPECIES BMP	INVASPECBMP	77874	01/01/1901	06/30/2199	Duration	0.00				
<input type="checkbox"/>	15	INVASIVE SPECIES CON	INVSPECCONTROL	77874	01/01/1901	06/30/2199	Duration	0.00				

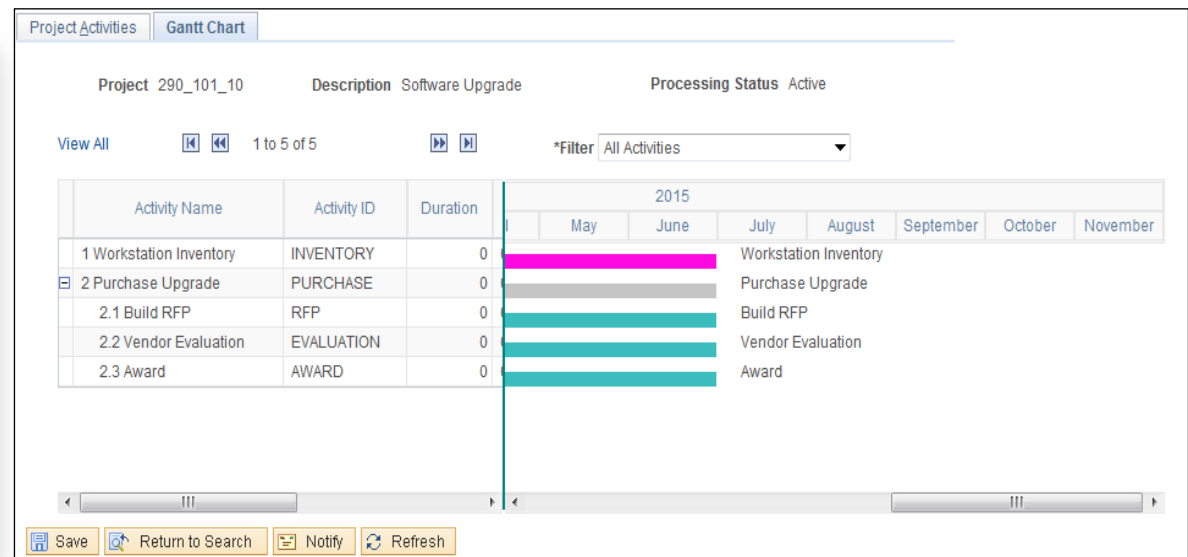
Recalculate Schedule

Save as Template

# Create and Update Project Activity

## Gantt Chart Tab

The Gantt Chart Tab displays the WBS format of the Activities and related dates.



# Create and Update Project Activity

Navigation: **Project Costing > Activity Definitions > General Information > Find an Existing Value**

Use the Search Criteria to retrieve the Activity ID

**Business Unit** – is the Agency in which the Project Activity is stored.

**Project** – the Project ID value that holds the Activity.

**Description** – search by Activity Description.

**Activity Type** – search by Type of Activity.

Click  to enter the Project Activity pages.

## Add Project Activity Details

**General Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit:

= ▼

29000

Project:

begins with ▼

290\_101\_10

Activity:

begins with ▼

WBS ID:

begins with ▼

Project Description:

begins with ▼

Activity Description:

begins with ▼

Activity Type:

begins with ▼

Processing Status:

= ▼

Activity Owner:

begins with ▼

New Milestone:

= ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



# Create and Update Project Activity

## Search Results for Project Activities

Search Results										
View All								First 1-5 of 5 Last		
Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Processing Status	Activity Owner	New Milestone
29000	290_101_10	1	1	INVENTORY	Software Upgrade	Workstation Inventory	(blank)	Active	(blank)	(blank)
29000	290_101_10	2	2	PURCHASE	Software Upgrade	Purchase Upgrade	(blank)	Active	(blank)	(blank)
29000	290_101_10	3	2.1	RFP	Software Upgrade	Build RFP	(blank)	Active	(blank)	(blank)
29000	290_101_10	4	2.2	EVALUATION	Software Upgrade	Vendor Evaluation	(blank)	Active	(blank)	(blank)
29000	290_101_10	5	2.3	AWARD	Software Upgrade	Award	(blank)	Active	(blank)	(blank)

For Projects with multiple Activities, select the Activity that should be updated to enter the Activity General Information component.

# Create and Update Project Activity

## General Information Tab

The screenshot shows the 'General Information' tab of a project management interface. The tab is selected, and the 'Description' field is highlighted with a red box. The 'Description' field contains the text 'WI Tuberculosis Elimination' and a sub-field '\*Description AG Admin1'. Other fields include 'Project' (000000000000009), 'Activity' (000000000000001), 'Activity Type', 'System Source' (PPC), 'Activity Owner', 'Percent Complete' (0.00), 'Processing Status' (Active), 'Duration in Days' (284), '\*Start Date' (04/14/2015), '\*End Date' (04/15/2016), 'Deadline Date', 'Constraint Type', 'Baseline Start Date', 'Baseline Finish Date', 'Early Start Date', 'Early Finish Date', 'Actual Start Date', 'Actual Finish Date', 'Late Start Date', and 'Late Finish Date'. The 'Activity Schedule' section is also visible.

Field	Value
Project	000000000000009
Activity	000000000000001
Description	WI Tuberculosis Elimination
*Description	AG Admin1
Activity Type	
System Source	PPC
Activity Owner	
Percent Complete	0.00
Processing Status	Active
Duration in Days	284
*Start Date	04/14/2015
*End Date	04/15/2016
Deadline Date	
Constraint Type	
Baseline Start Date	
Baseline Finish Date	
Early Start Date	
Early Finish Date	
Actual Start Date	
Actual Finish Date	
Late Start Date	
Late Finish Date	

The **General Information** Tab displays high-level values for the Activity.

**Description** – enter a long description for the Activity.

# Create and Update Project Activity

## Definition Tab

The **Definition** Tab should be left as- is. At the State of Wisconsin, nothing is changed on this page.

The screenshot shows the 'Definition' tab of a project management interface. At the top, there are tabs for 'General Information', 'Definition' (selected), 'Location', 'Attachments', 'Quality', 'User Fields', 'Rates', 'Budget Alerts', and 'Asset Integration Rules'. Below the tabs, there are fields for 'Project' (000000000000009) and 'Description' (WI Tuberculosis Elimination), and 'Activity' (000000000000001) and 'Description' (AG\_Admin1). A 'Charging Level' link is also present. The 'Details' section is highlighted in green and contains a 'WBS ID' of 1 and an 'Enforce Team' dropdown set to 'No'. The 'Options' section has three checkboxes: 'New Milestone', 'Allow Interest Calculation', and 'Enable Change Control'. The 'Scheduling' section includes a 'Calculate' button, a 'Delay Calculations Until Save' button, 'Hours per Day' set to 8 MHR, a '\*Schedule Method' dropdown set to 'Fixed Units', and a 'Project Calendar' set to 01. The 'Funds Distribution' section has a 'Participating' checkbox checked. At the bottom, there are links for 'Go To: Resources', 'Activity Status', 'Project Transactions', 'Deliverables', and 'Organization'. A row of buttons at the very bottom includes 'Save', 'Return to Search', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

# Create and Update Project Activity

The **Location** Tab allows the user to define a physical location for the Activity.

## Location Tab

General Information	Definition	Location	Attachments	Quality	User Fields	Rates	Budget Alerts	Asset Integration Rules
Project 290_101_10		Description Software Upgrade						
Activity INVENTORY		Description Workstation Inventory						
<b>Location</b> Find   View All First 1 of 1 Last								
*Effective Date 07/01/2014		Sequence 1						
Location Code 29000		Description OESC - OKC, WILL ROGERS, RM502						
Country USA United States								
Address 1 OKLA. EMPLOYMENT SECURITY COMM								
Address 2 WILL ROGERS MEM OFF BLDG RM 502								
Address 3 2401 N LINCOLN BLVD								
City OKLAHOMA CITY								
County Postal 73152-2003								
State OK Oklahoma								

# Create and Update Project Activity

The **Attachments** Tab allows the user to attach a document (Microsoft Word, Excel, etc.) to the Activity as supporting documentation. These could include work papers, design specifications, etc.

## Attachments Tab

The screenshot shows the 'Attachments' tab selected in a software interface. The tab bar at the top includes 'General Information', 'Definition', 'Location', 'Attachments' (active), 'Quality', 'User Fields', 'Rates', and 'Budget Alerts'. Below the tab bar, the 'Project' is identified as '290\_101\_10' and the 'Activity' as 'INVENTORY'. The 'Description' for the project is 'Software Upgrade' and for the activity is 'Workstation Inventory'. A section titled 'Document Attachments' contains a table with two columns: 'Requests' and 'Attached File'. The table has one row with the number '1' in the 'Requests' column and a paperclip icon in the 'Attached File' column. Navigation controls for the table include 'Personalize', 'Find', 'View All', and pagination 'First 1 of 1 Last'.

Requests	Attached File
1	

# Create and Update Project Activity

## Rates Tab

General Information | Definition | Location | Attachments | Quality | User Fields | **Rates** | Budget Alerts | Asset Integration Rules

Project 290\_101\_10      Description Software Upgrade  
Activity INVENTORY      Description Workstation Inventory

**Associated Contracts** ?      Personalize | Find | View All | [Grid Icon] | [Print Icon]      First 1 of 1 Last

Sold To Customer	Contract Number	Line	Rate Selection	Description
		Billing	Revenue	-

**Rates** ?      Find      First 1 of 1 Last

Effective Date 07/01/2014 [Calendar Icon]  
Status A [Search Icon]  
Rate Selection Rate Set [Dropdown Arrow]  
Rate AS\_INCURRED [Search Icon]

[View Rates](#)

The **Rates** Tab displays Customer Contract information for Project Activities that are linked to a Contract for billing purposes. Rates for pricing Project transactions are also visible on this page.

# Create and Update Project Activity

## Budget Alerts Tab

General Information	Definition	Location	Attachments	Quality	User Fields	Rates	<b>Budget Alerts</b>	Asset Integration Rules
Project 290_101_10		Description Software Upgrade						
Activity INVENTORY		Description Workstation Inventory						
Calculation Type		Percentage (Actual vs. Budget) ▼						
<b>Budget Alerts</b> Personalize   Find   View All   First 1-2 of 2 Last								
*Alert Type	*Description	Operation	Percentage					
High ▼	High Warning	>=	90.00	+ -				
Medium ▼	Medium Warning	>=	75.00	+ -				

The **Budget Alerts** Tab defines the budget alert rules for the Activity. Budget Alerts allow the user to see when Project Activity spending reaches predefined warning levels.

# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Create and Update Project Activity Process.**

1. What is the purpose of the “Project Activity” tab?
2. On the “Budget Alerts” tab, what are the two calculation types available?





# Create and Update Project Activity

## Activities Team Resource Page

The screenshot displays the 'Activities Team Resource Page' for a project. At the top, there are tabs for 'Resources' and 'Resources by Activity'. Below these, project details are shown: Business Unit 43500, Project 000000000000009, Description WI Tuberculosis Elimination, Start Date 04/14/2015, End Date 04/15/2016, Processing Status Active, and Currency USD. There are buttons for 'Add Resource', 'Import from Template', and 'Quick Add Resource'. A 'View Class(es)' dropdown is set to 'All'. Below this is a section for 'Associated Resources' with tabs for 'Overview', 'Cost', 'Bill', and 'Assets'. The 'Overview' tab is active, showing a table of resources. The table has columns: Resource Class, Resource Name, ID Number, Primary Project Role, Planned Start Date, Planned End Date, Resource Pool, Personnel Status, and \*Resource Status. One resource is listed: Labor, Tim Supervisor, MM000000002, PROJ\_MGR, 04/14/2015, 04/15/2016, Unassigned Pool, Employee, and Considered. Below the table is a 'Quick Add Resources' section with fields for \*Resource Class (Labor), \*Resource Name, ID Number, \*Start Date (04/14/2015), \*End Date (04/15/2016), \*Project Role, Resource Pool, Region Code, and Resource Status (Considered). There is an 'Add' button at the bottom left of this section.

Resource Class	Resource Name	ID Number	Primary Project Role	Planned Start Date	Planned End Date	Resource Pool	Personnel Status	*Resource Status
Labor	Tim Supervisor	MM000000002	PROJ_MGR	04/14/2015	04/15/2016	Unassigned Pool	Employee	Considered

Add Activity Team Resource Members using the **Resource** page. This page is optional to complete. The Project Manager for the project is the only resource that has to be defined. The State of Wisconsin does not require a project manager to be defined for project activities.

# Create and Update Project Activity

## Activities Status Page

The screenshot displays the 'Activities Status' page. At the top left, the word 'Status' is in green. Below it, project details are shown: 'Project 000000000000009' and 'Activity 000000000000001'. To the right, descriptions are provided: 'Description WI Tuberculosis Elimination' and 'Description AG\_Admin1'. The main section is titled 'Activity Status' and contains several input fields: '\*Effective Date' with the value '04/19/2015', '\*Status' with a search icon, 'Sequence' with the value '0', 'Activity Priority', and a large 'Comments' text area. Navigation links 'Find | View All' and pagination 'First 1 of 1 Last' are visible. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Correct History'.

The **Activities Status** page allows the user to define an effective dated Status for each Activity.

# Instructor Demonstration: Create and Update Project Activity

**Activities are the tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables users to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.**

**Similar activities are grouped together for reporting and analysis using activity types. Assigning activity types consistently for all activities in projects enables users to analyze and report on all similar activities across all projects.**



# Instructor Demonstration: Debrief

- 1. Which agency will maintain the location values in the system?**
- 2. What is the difference between activities that are a “sibling” or “child” of an existing Activity?**



# Summary: Create and Update Project Activity

**Now that you have completed the Create and Update Project Activity lesson, you should be able to:**

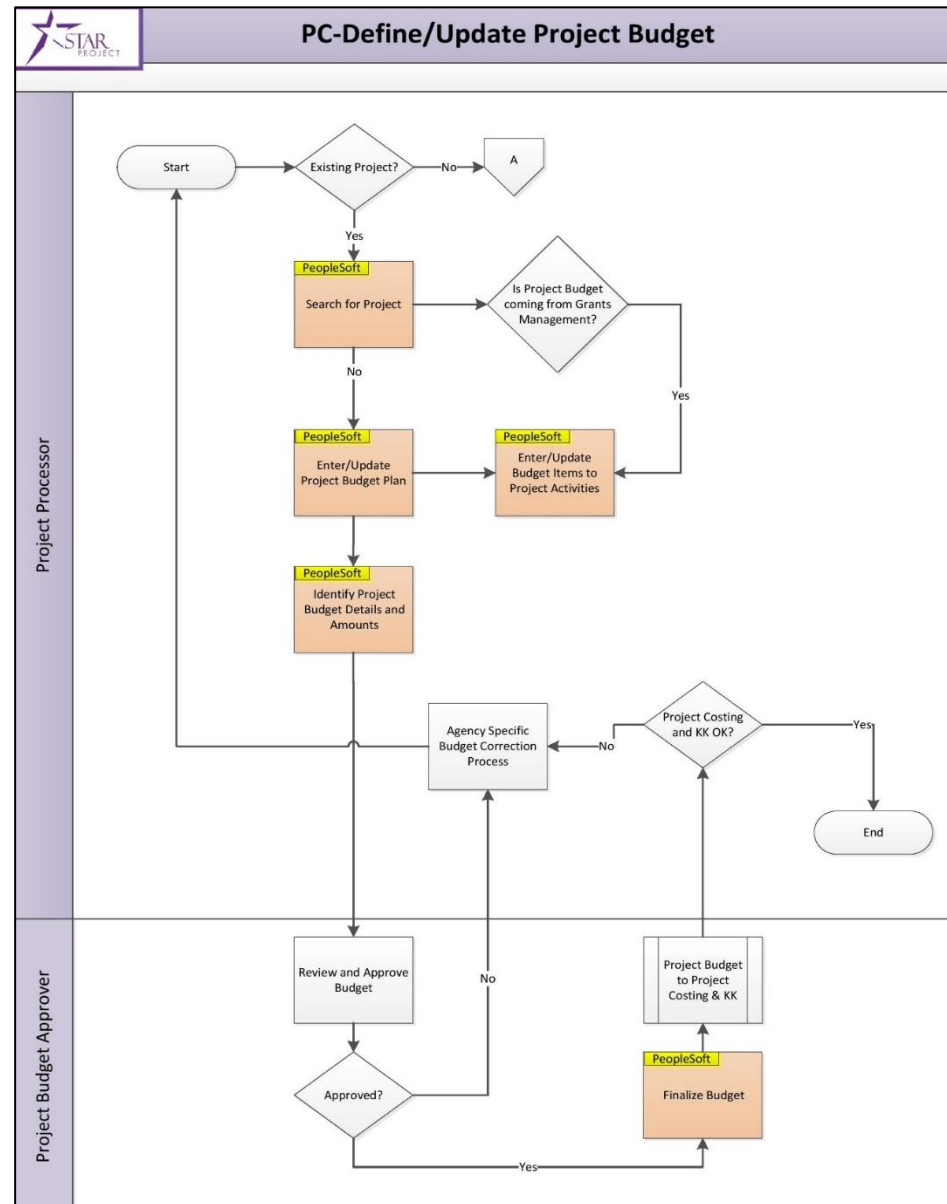
- Explain that the Project Activity component is used to store information about the specific activities associated with a project.
- Add activities to projects.

# Define and Update Project Budgets

- This process details how to define and update project budgets.
- Budgets may be established for control, track with budget, or simply track.
- Project budgets may be established at more than one level. For example, project or project/activity.

# Define and Update Project Budgets

## Define and Update Project Budgets Process Flow



# Define and Update Project Budgets

## General Tab

**Budget Plan**

Project 000000000000009 Description Wt Tuberculosis Elimination

Processing Status Active

Process Monitor

Project Budget Plans

General Calendar Commitment Control Finalize

Personalize Find View All First 1 of 1 Last

Plan ID	Description	Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve	Get Plan	Refresh Analytics
1	CDC GRANT	Active	12,000.00	USD	Cost Budget	BUD		Get Plan	Refresh Analytics

Save as Template

Save Return to Search Notify Refresh Add UpdateDisplay

Use the **General** tab to define budget type, status, and the analysis type for the budget transactions to be added to the project.



# Define and Update Project Budgets

## Calendar Tab

**Budget Plan**

Project 000000000000009 Description WI Tuberculosis Elimination

Processing Status Active Process Monitor

Project Budget Plans Personalize Find View All First 1 of 1 Last

General **Calendar** Commitment Control Finalize

Plan ID	Description	*Status	Total Distributed Budget	Calendar ID	Start Date	Number of Periods		
1	CDC GRANT	Active	12,000.00	FY	04/14/2015	4	+	-

Save as Template

Save Return to Search Notify Refresh Add Update/Display

Use the **Calendar** tab to define the start date for the budget plan, calendar ID, and the number of periods that you want to budget.

# Define and Update Project Budgets

## Budget Detail Page

**Budget Detail**

Project 000000000000023      Description BAB\_TB Elimination  
Plan ID 1      Description BB\_CDC Grant  
Currency Code USD      Charging Level Detail  
Calendar ID FY      Number of Periods 4  
Analysis Type BUD  
✓ Budget eligible for finalization  
⚠ Budget not eligible for finalization

[Distribute Budget](#)    Distributed Budget    Add To/Subtract From    Expand All Subtasks    Filter Budget Item  [Search](#)

Project Budget Details [Personalize](#) [Find](#) [\[2\]](#)

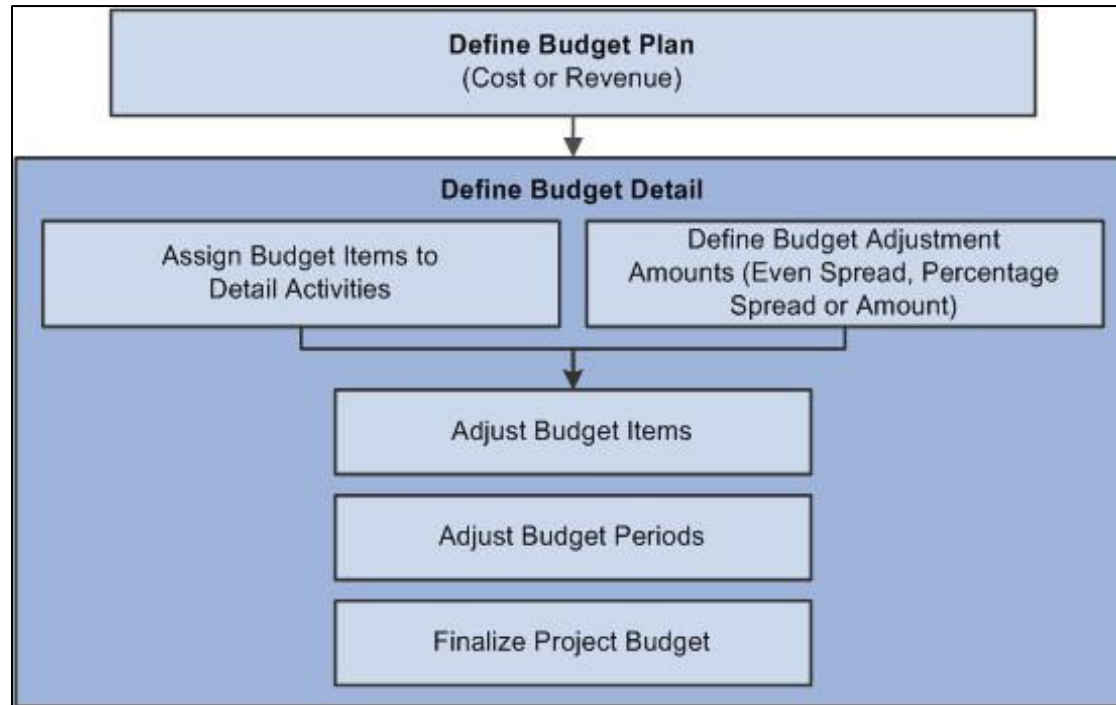
Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other
✓		BB_CDC Grant		Select Spread		0.00	5,000.00	5,000.00	0.00		
	1	BB_Admin		Select Spread		0.00	5,000.00	5,000.00	0.00		
✓		Administrative				0.00	5,000.00	5,000.00	0.00	Even Spread	Other

[Distribute Budget](#)    [Copy From Another Plan](#)    [Refresh Budgeting Analytics](#)

Use the **Budget Detail** page to define budget items and allocate budget amounts.

# Define and Update Project Budgets

## Distributing Budget Details



Budget details will be defined using top down distribution.

# Define and Update Project Budgets

## Budget Details Page

**Budget Detail**

Project 000000000000023

Plan ID 1

Currency Code USD

Calendar ID FY

Analysis Type BUD

✓ Budget eligible for finalization

⚠ Budget not eligible for finalization

Description BAB\_TB Elimination

Description BB\_CDC Grant

Charging Level Detail

Number of Periods 4

Distribute Budget

Distributed Budget

Add To/Subtract From

Expand

All Subtasks

Filter Budget Item

Search

Project Budget Details

Personalize | Find |

Budget Periods

Project Detail

General Ledger Detail

Commitment Control Detail

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other
✓		BB_CDC Grant		Select Spread		0.00	5,000.00	5,000.00	0.00		
	1	BB_Admin		Select Spread		0.00	5,000.00	5,000.00	0.00		
✓		Administrative				0.00	5,000.00	5,000.00	0.00	Even Spread	Other

Distribute Budget

Copy From Another Plan

Refresh Budgeting Analytics

Use this page to distribute budget adjustment amounts to summary activities, detail activities, and budget items.

# Define and Update Project Budgets

## Project Budget Item Window

Project Budget Items

Activity 000000000000002 Description TN\_Supplies  
Budget Adjustment 3,750.00 Currency Code USD  
Distributed Budget 0.00  
Target Budget 3,750.00  
Undistributed Adjustment 3,750.00

Distribute Budget Spread Option Select Spread Distributed Budget Add To/Subtract From

Budget Item Distribution Personalize Find 1 of 1 Last

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	
ADMIN	1		3,750.00	0.00	3,750.00	3,750.00	+

Distribute Budget

OK Cancel

**In the new window that opens entitled “Project Budget Items,” select the Project Detail Tab. Under Source Type, select Admin**

# Define and Update Project Budgets

## General Ledger Detail Tab

Project Budget Items

Activity 000000000000002 Description TN\_Supplies

Budget Adjustment 3,750.00 Currency Code USD

Distributed Budget 0.00

Target Budget 3,750.00

Undistributed Adjustment 3,750.00

Distribute Budget Spread Option Select Spread Distributed Budget Add To/Subtract From

Budget Item Distribution Personalize Find First 1 of 1 Last

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	GL Business Unit	Account	Operating Unit	Fund Code	Department	Program Code	Appropriation	Budget Reference
ADMIN	1	43500							

Distribute Budget

OK Cancel

**Click the General Ledger Detail Tab, validate that the General Ledger Business Unit is correct.**

# Define and Update Project Budgets

## Commitment Control Detail Tab

Project Budget Items

Activity 000000000000002 Description TN\_Supplies

Budget Adjustment 3,750.00 Currency Code USD

Distributed Budget 0.00

Target Budget 3,750.00

Undistributed Adjustment 3,750.00

Distribute Budget Spread Option Select Spread Distributed Budget Add To/Subtract From

Budget Item Distribution Personalize Find 1 of 1 Last

Budget Items	Project Detail	General Ledger Detail	Commitment Control Detail						
Project Budget Item	Seq #	Commitment Control Status	Ledger Group	Ledger	Budget Entry Type	Generate Parent Budgets	Parent Budget Entry Type	Use Default Entry Event	Entry Event
ADMIN	1	None	CC_PRJACT	CC_PRJATBD	Original	<input type="checkbox"/>		<input type="checkbox"/>	

Distribute Budget

OK Cancel

**Click the Commitment Control Detail tab. Under Ledger Group, select “CC\_PRJACT” and under Ledger, select “CC\_PRJATBD.”**

# Define and Update Project Budgets

## Budget Detail Tab

**Budget Detail**

Project 0000000000000023      Description BAB\_TB Elimination  
Plan ID 1      Description BB\_CDC Grant  
Currency Code USD      Charging Level Detail  
Calendar ID FY      Number of Periods 4  
Analysis Type BUD  
✓ Budget eligible for finalization  
⚠ Budget not eligible for finalization

Project Budget Details Personalize | Find

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other
✓		<input type="checkbox"/> BB_CDC Grant		Select Spread		0.00	5,000.00	5,000.00	0.00		
	1	<input type="checkbox"/> BB_Admin		Select Spread		0.00	5,000.00	5,000.00	0.00		
✓		Administrative				0.00	5,000.00	5,000.00	0.00	<input type="button" value="Even Spread"/>	<input type="button" value="Other"/>

**Click the “Even Spread” button and then click save. Green checkmarks should appear next to budget items available for finalization.**



# Define and Update Project Budgets

## Finalize Tab

**Budget Plan**

Project CADSYSTEMS Description CADSYSTEMS

Processing Status Active Process Monitor

Project Budget Plans Personalize Find View All First 1 of 1 Last

General Calendar **Finalize**

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	COSTBUDGET	Active	600,000.00	600,000.00	03/11/08 1:40AM	<div>Finalize + -</div>

Save as Template

Navigation: **Project Costing > Budgeting > Budget Plan > Click the Finalize Tab**

Use this page to finalize a budget.

# Training Exercise: Define and Update Project Budgets

**This training exercise will review how to define a budget plan. Refer to the separate data worksheet for all necessary data.**



# Training Exercise: Debrief

- 1. When a budget is finalized, are commitment control ledgers automatically updated?**
- 2. The budget finalization process creates a copy of the new budget row. Where is the copy of the new budget row housed and why is it created?**



# Summary: Define and Update Project Budgets

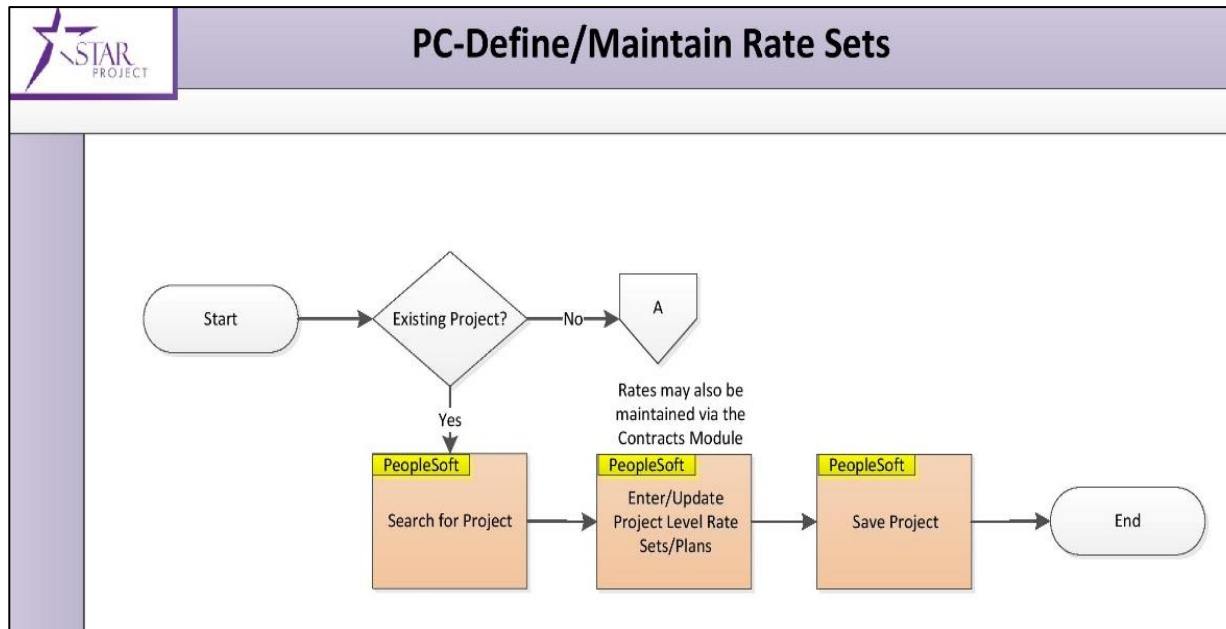
**Now that you have completed the Define and Update Project Budgets lesson, you should be able to:**

- Monitor project costs and revenues against budgeted amounts.
- Define budget alerts to notify you when actual costs exceed budgeted amounts, and actual revenue does not meet budgeted amounts.
- Define multiple budget plans for a project, although only one cost budget can be active at any point in time.
- Set up budget amounts to automatically allocate to budget items.

# Create and Maintain Rate Sets

- This process details how to create and maintain rate sets.
- There are two types of rates:
  - Bill rates
  - Cost rates
- Bill rates are used to pass through cost for cash reimbursement (create an invoice).
- Cost rates are used to calculate a cost based on transaction parameters. For example, IT – Bureau projects need to standard cost IT labor hours. Another example is an F&A rate that applies indirect costs to identified transactions.

# Create and Maintain Rate Sets



## Create and Maintain Rate Sets Process Flow

# Create and Maintain Rate Sets

Rate sets and plans can be assigned directly to a project or an activity to generate non-billable transactions which will most often include internal projects that require standard costing of labor hours. An example is an IT bureau scenario. To establish the cost rate use these pages:

- Project Type
- Project General Information, Rates
- Activity, Rates

# Create and Maintain Rate Sets

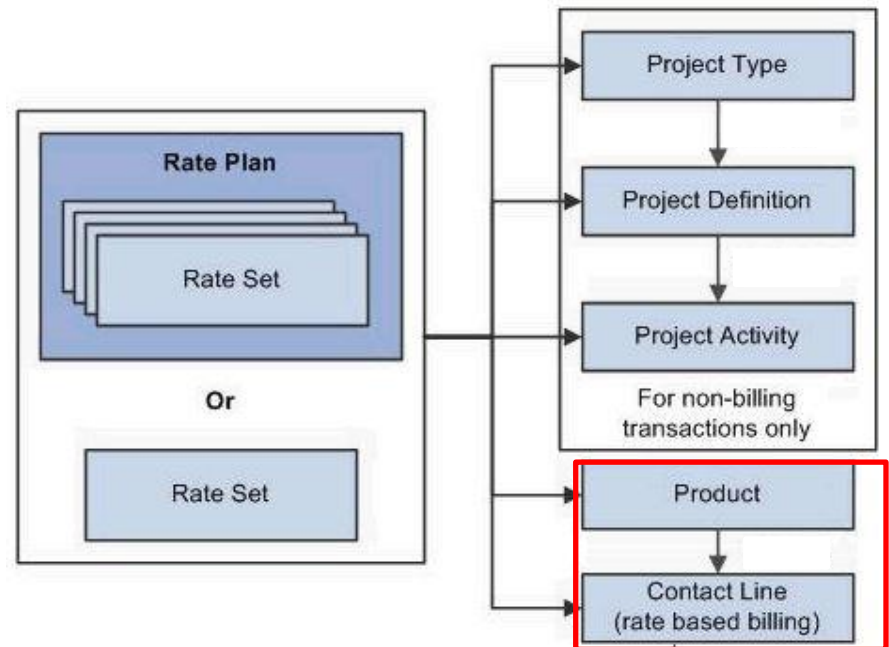
You can attach rate sets or rate plans to:

- Contract lines- billing
- Projects- standard costing
- Activities- standard costing



# Create and Maintain Rate Sets

The STAR Project has associated a rate set with every product definition, which then defaults to the contract line when the product is added.



# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Creating and Maintaining Rate Sets.**

1. What can target rows represent?
2. What does the pricing engine do?
3. Why is an IT bureau a good example of rate sets?



# Summary: Create and Maintain Rate Sets

**Now that you have completed the Create and Maintain Rate Sets lesson, you should be able to:**

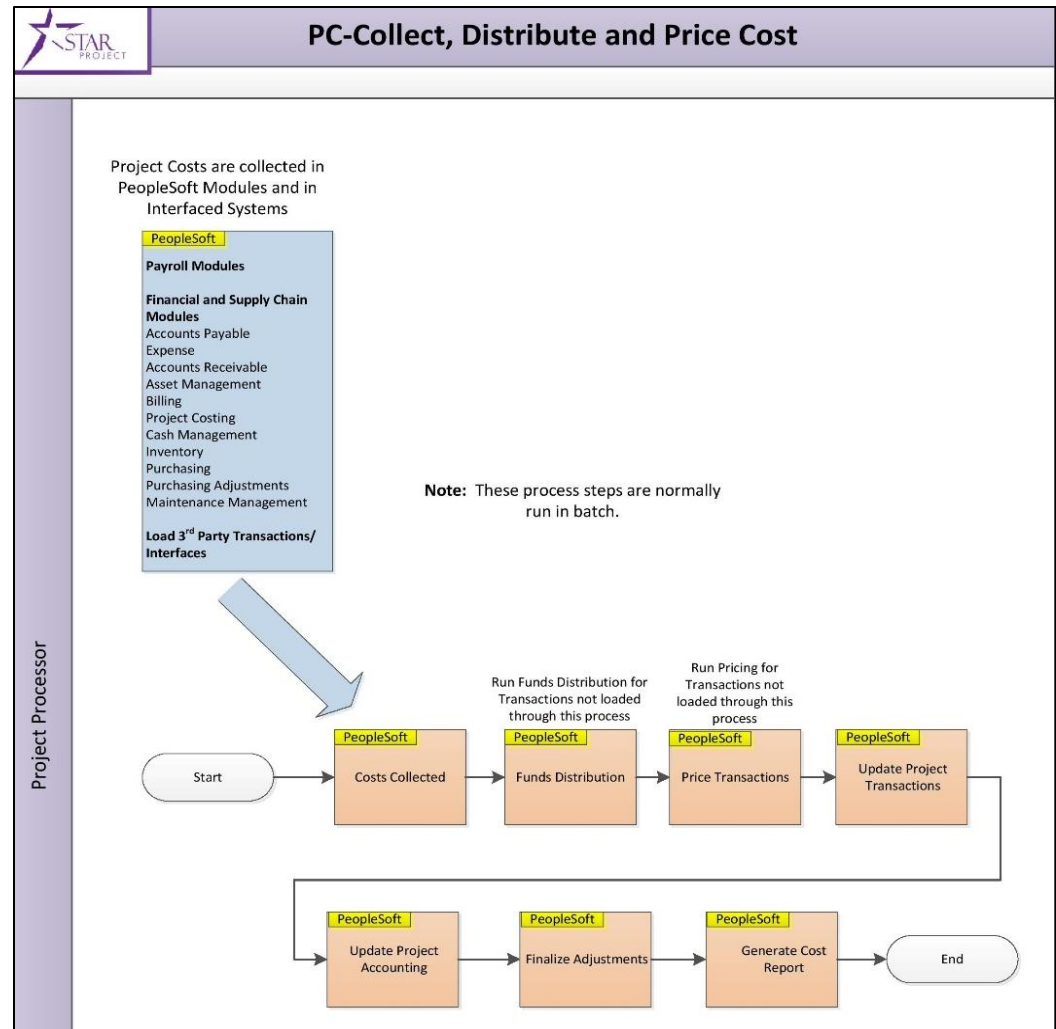
- Understand how rate sets are created and maintained.
- Define the difference between a cost rate and a bill rate.

# Collect, Distribute, and Price Costs

This lesson will review how to perform Cost Collection. There are multiple sources of costs that are collected by project costing. These require that a process is run to pull these transactions into PC. As costs are collected to PC, several additional processes are performed. These include: funds distribution (where applicable) or cost and bill rates (where applicable). Additionally, this lesson will review key changes.


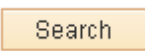
# Collect, Distribute, and Price Costs

## Collect, Distribute, and Price Cost Process Flow



# Collect, Distribute, and Price Costs

Navigation: **Project Costing > Cost Collection > General Ledger > Find an Existing Value**


**Run Control ID** – create a new Run Control or select an existing value from the list. If a new Run Control is created, click , otherwise click  to retrieve an existing Run Control.

**General Ledger**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Program Name:



[Find an Existing Value](#) | [Add a New Value](#)

# Collect, Distribute, and Price Costs

## General Ledger Page

**General Ledger**

User ID DELLIS      Run Control ID COLLECT\_COSTS      Process Monitor     

Program Name PC\_GL\_TO\_PC     

**Run Control Options**      Find | View All      First 1 of 1 Last

     Request Number 1

Business Unit       Project       Activity

**Application Options**

From Date       Through Date

# Collect, Distribute, and Price Costs

Process Scheduler Request

Help

User ID: DELLIS Run Control ID: COLLECT\_COSTS

Server Name: PSUNX Run Date: 07/07/2014

Recurrence: Run Time: 10:46:22AM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL to PC Interface	PC_GL_TO_PC	Application Engine	Web	TXT	Distribution

OK Cancel

Select the checkbox next to the desired process.

Click  to execute the process. Navigate to the Process Monitor link to view the Report instance.



# Instructor Demonstration: Collect, Distribute, and Price Costs

**The instructor will demonstrate how to perform a cost collection. Note: This process is normally performed in batch, however, it is demonstrated here in case an ad hoc cost collection is required.**



# Instructor Demonstration: Debrief

- 1. How are project costs from feeder modules collected into Project Costing? When does this process run?**
- 2. Cost collection includes all feeder systems into projects. What are two examples of these feeder systems?**



# Summary: Collect, Distribute, and Price Costs

**Now that you have completed the Collect, Distribute, and Price Costs lesson, you should be able to:**

- Describe the pricing process.
- Understand how the cost collection project works.

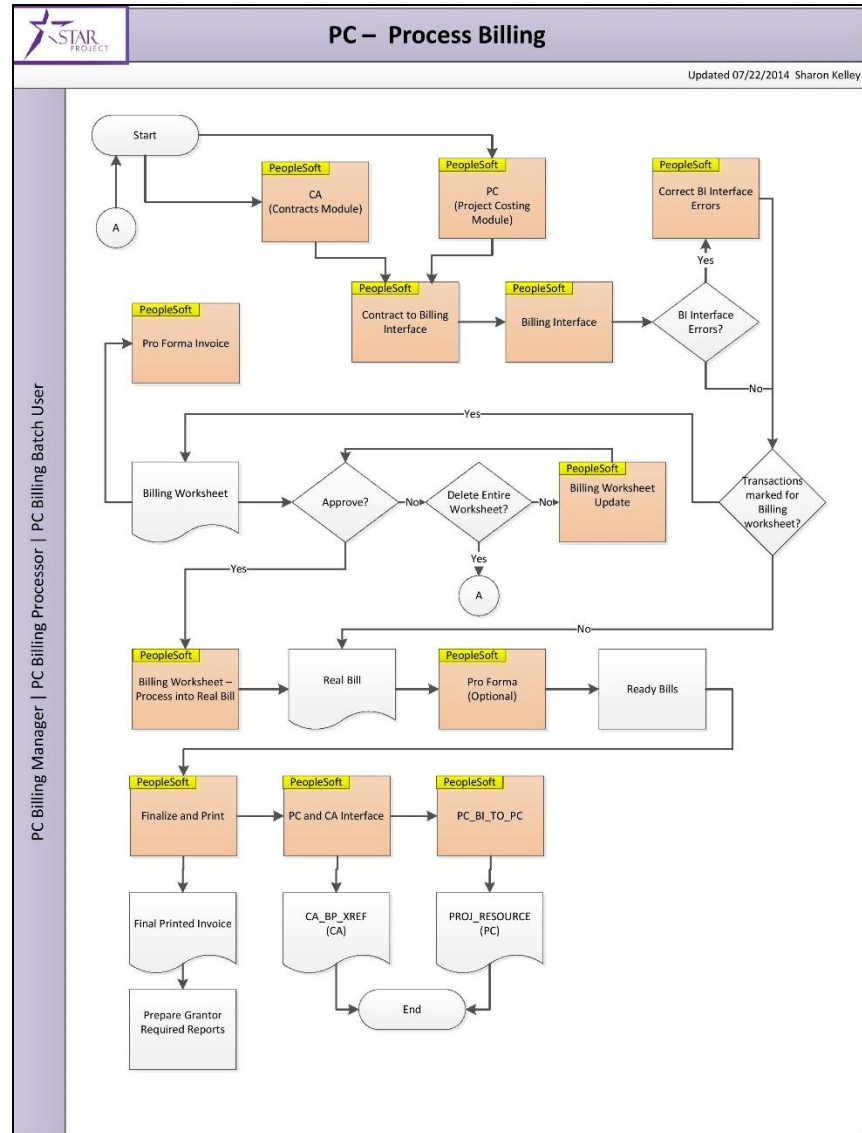
# Process Billing

- This process details how to process billing when billing transactions come from projects and contracts.
- Most agencies will perform “as-incurred” billing, which means that cost transactions are received by the project, project transformations turn those into BIL transactions where appropriate.
- The contract and its links to projects and activities control what and when to bill.
- The billing process includes three major steps:
  - Processing the BIL transactions
  - Staging those transactions to the billing application
  - Finalization of invoices/LOCs/journals and subsequent update processes to project costing

This lesson will review briefly how to process billing; however, the in-depth content here will be covered in the Contracts course.

# Process Billing

## Process Billing Process Flow



# Summary: Process Billing

**Now that you have completed the Process Billing lesson, you should be able to:**

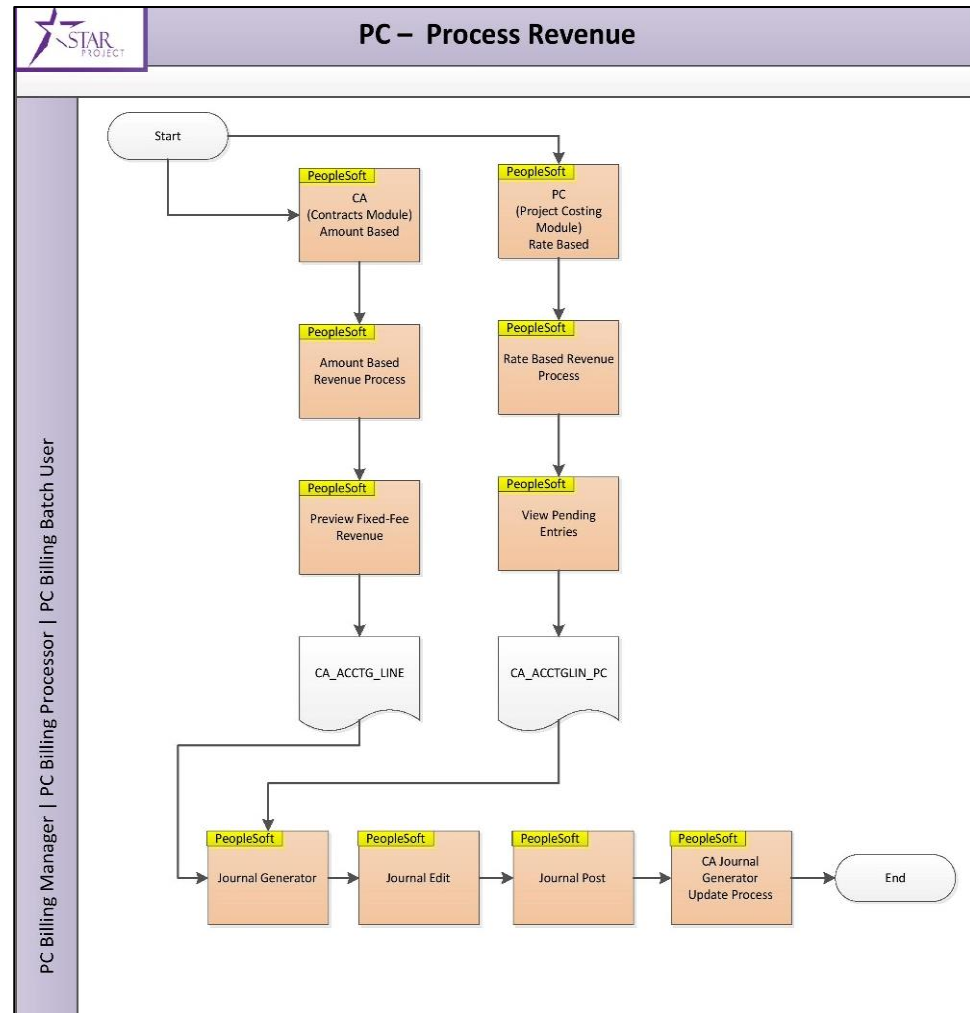
- Explain the process billing cycle at a high level overview.
- Identify the difference between the Contracts module, the Billing module, and the Project Costing module.

# Process Revenue

- This process details how to process revenue.
- Most agencies will perform “as-incurred” billing, which means as cost transactions are received by the project, project transformations turn those into BIL transactions where appropriate. These BIL rows represent revenue and are journalized through project costing’s accounting rules.
- The contract and its links to projects and activities control revenue.
- The revenue process is planned to run overnight as part of a batch process.

# Process Revenue

## Process Revenue Process Flow





# Summary: Process Revenue

**Now that you have completed the Process Revenue lesson, you should be able to:**

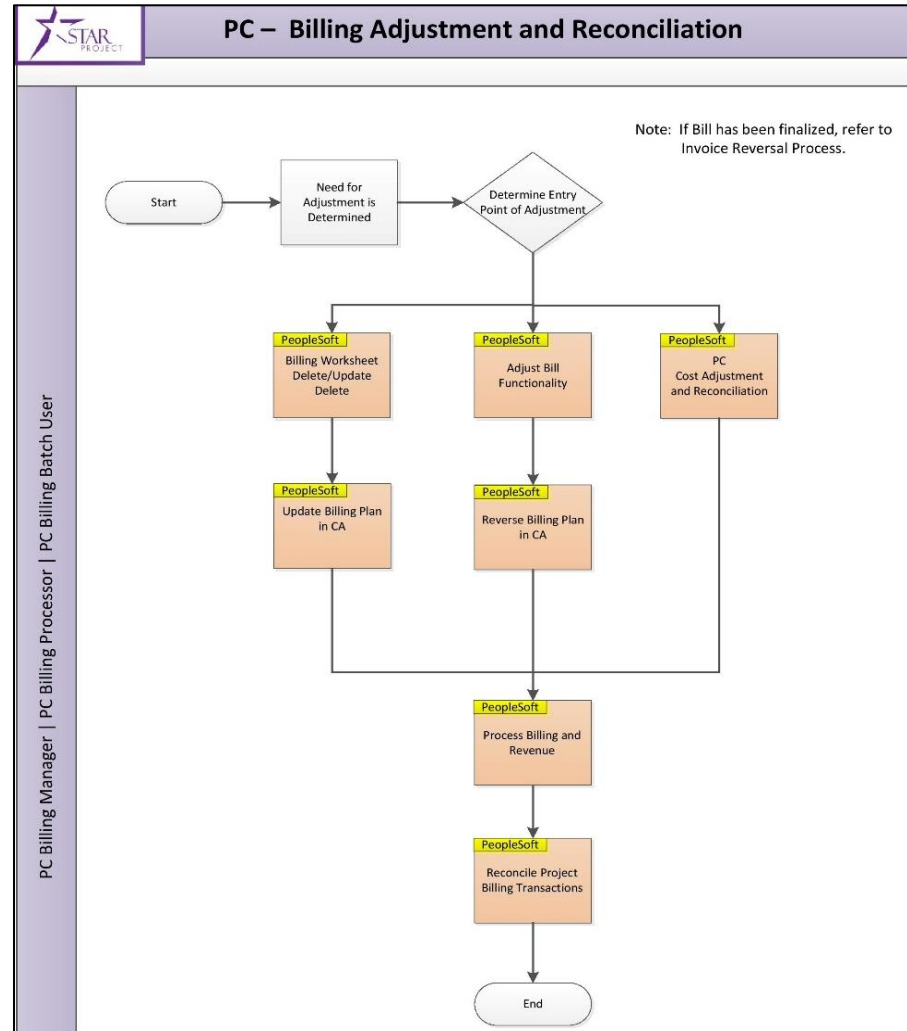
- Understand the Process Revenue cycle and why revenue is recognized at the point of transaction.
- Understand the Process Revenue Process Flow.

# Billing Adjustment and Reconciliation

- This process details how to perform billing adjustments and reconciliations.
- The most important first step when creating a billing adjustment is to properly identify the purpose and the nature of the adjustment. How adjustments are made are dependent on the purpose.
- Billing adjustments may occur in billing, contracts, and sometimes project costing.
- The original source of billing transactions (such as projects vs. online bill) will also dictate the adjustment process.

# Billing Adjustment and Reconciliation

## Billing Adjustment and Reconciliation Process Flow



# Summary: Billing Adjustment and Reconciliation

**Now that you have completed the Billing Adjustment and Reconciliation lesson, you should be able to:**

- Understand the Billing Worksheet component and how that helps with adjustments and reconciliation.
- Understand the Billing Adjustment and Reconciliation Process Flow.

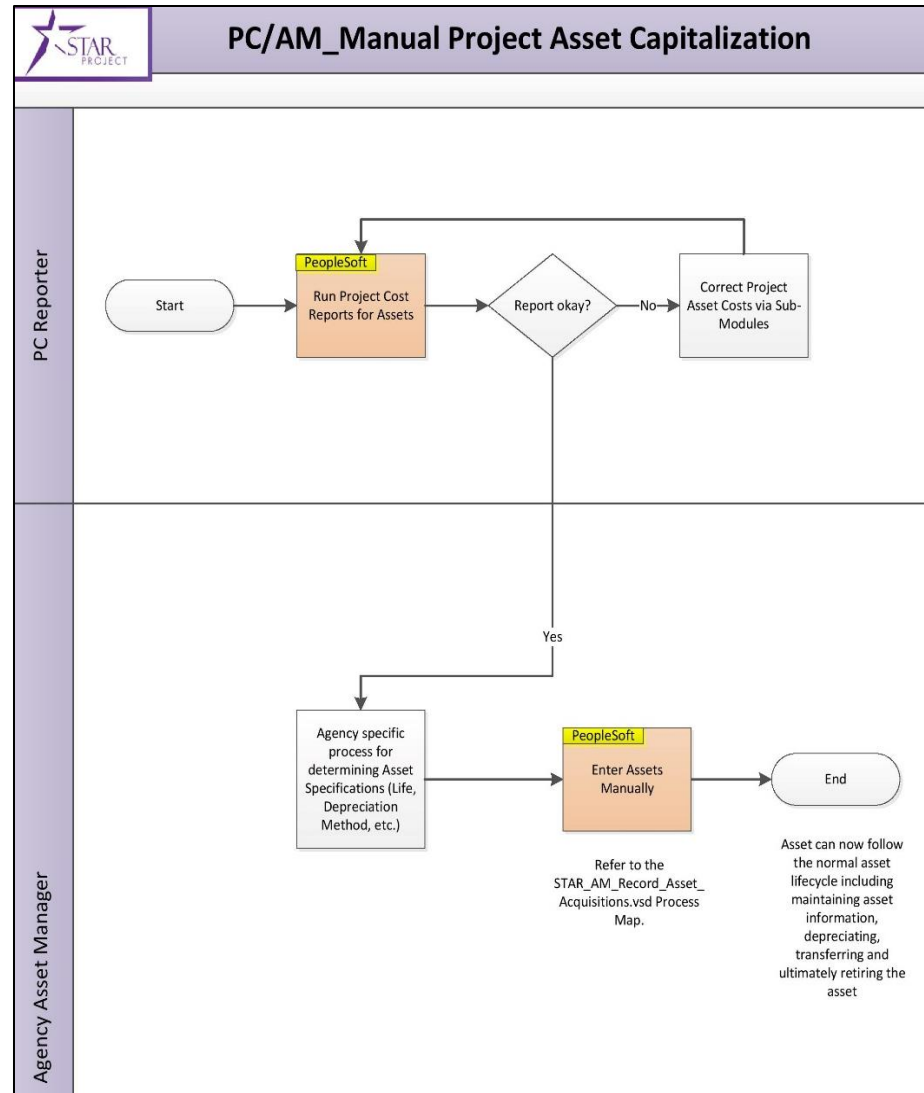
# Manual Project Asset Capitalization

This lesson will provide an overview of manual project asset capitalization. In depth coverage of manual project asset capitalization will be captured in the assets course.

- Each agency will have its own specific methodologies, but at a high level, the following steps are performed:
  - Identify the project and activities that make up the capitalized costs.
  - Prepare a report to validate the capitalized cost.
  - Generate an asset in the Asset Management system as per the report.

# Manual Project Asset Capitalization

## Manual Project Asset Capitalization Process Flow



# Summary: Manual Project Asset Capitalization

**Now that you have completed the Manual Project Asset Capitalization lesson, you should be able to:**

- Understand the manual asset capitalization process at a high level overview.
- View asset data in Asset Management.
- Describe asset reversals.



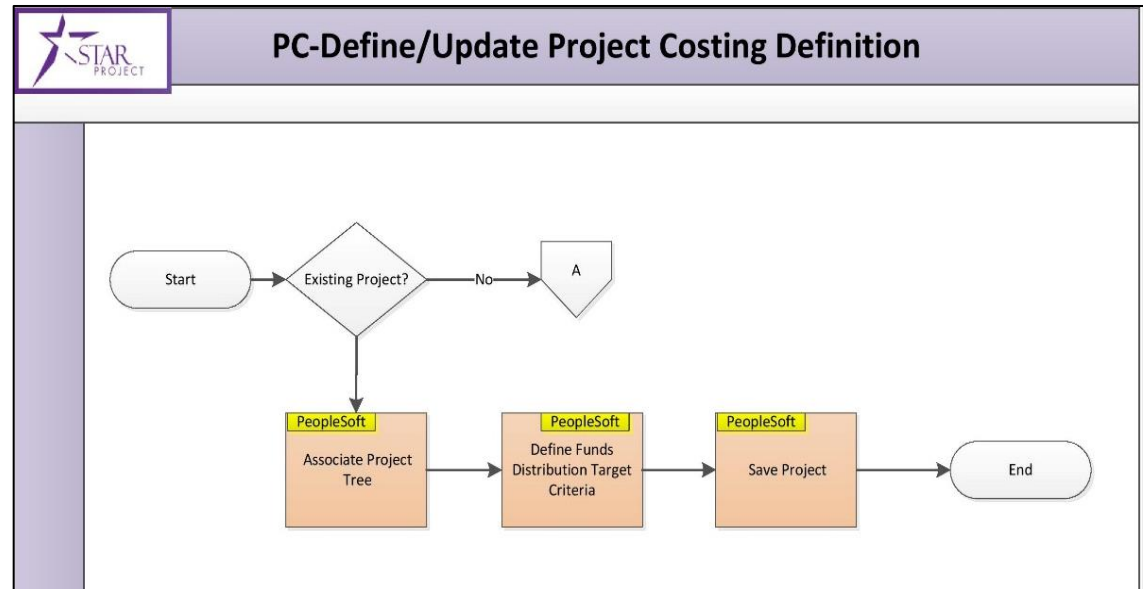
# Define and Update Project Costing Definition

- This process details how to define and update the project costing definition.
- Most project updates will occur for one of three reasons:
  - A change in scope
  - A change in project status
  - A change in project reporting

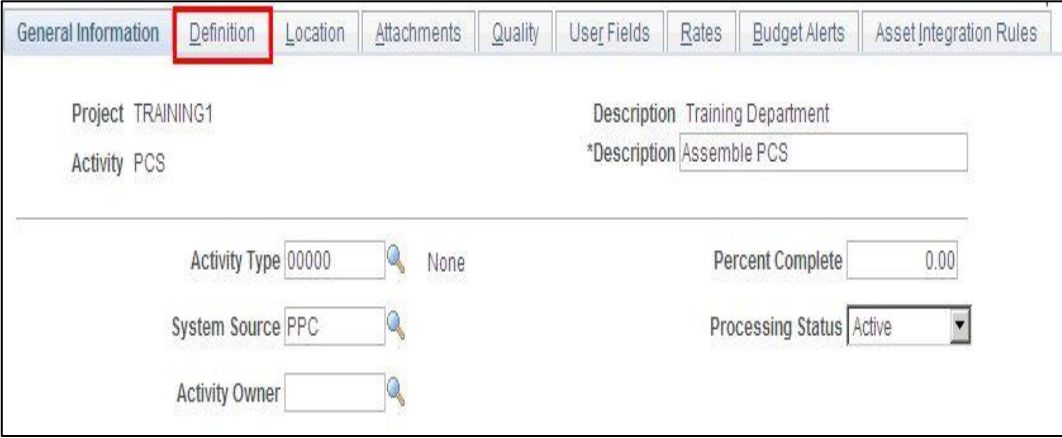


# Define and Update Project Costing Definition

## Define and Update Project Costing Definition Process Flow



# Define and Update Project Costing Definition



The screenshot shows a software interface for defining project costing. At the top, there is a horizontal tab bar with the following tabs: General Information, Definition (highlighted with a red box), Location, Attachments, Quality, User Fields, Rates, Budget Alerts, and Asset Integration Rules. Below the tabs, the form contains the following fields:

- Project: TRAINING1
- Activity: PCS
- Description: Training Department
- \*Description: Assemble PCS
- Activity Type: 00000 (with a magnifying glass icon) None
- System Source: PPC (with a magnifying glass icon)
- Activity Owner: (with a magnifying glass icon)
- Percent Complete: 0.00
- Processing Status: Active (dropdown menu)

Navigation: **Project Costing > Activity Definitions > Definition**

Click the **Definition** tab.

Use the **Definition** page to update the options that control the functionality of the activity.

# Summary: Define and Update Project Costing Definition

**Now that you have completed the Define and Update Project Costing Definition lesson, you should be able to:**

- Update any changes to the options that control the functionality of the activity or project.
- Explain that project updates occur when there are changes in scope, project status, and project reporting.

# Reporting on and Analyzing Project Activity

The following PeopleSoft reports exist within the Project Costing Module:

- Project Funds Distribution Report: View various amounts for a project or appropriation such as the amount funded, spent, remaining, and collected. (BI Publisher)
- Project Financial Report: View a transaction summary of all activities by analysis type, source type, category, and subcategory. (SQR)
- Project Transaction Report: View a transaction summary of all projects by analysis type, source type, category, and subcategory. (SQR)
- Budget to Costs Review by Period: View a list of budget-to-cost variances by budget item for each period of a project.

# Reporting on and Analyzing Project Activity

Navigation: **Project Costing > Interactive Reports > Budget vs. Actual > Find an Existing Value**

The Budget vs. Actual page displays Project Budget Plan information at the top of the page including Budget Type, budget Start Date and budget Calendar.

## Project Summary Page

The screenshot shows a web application interface for searching budget data. At the top, the title 'Budget vs. Actual' is displayed in a blue header. Below the title, a text instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A yellow button labeled 'Find an Existing Value' is positioned below the instruction. Underneath is a green box with a downward arrow and the text 'Search Criteria'. The search criteria section contains three rows of input fields: 'Business Unit:' with a dropdown set to '=' and a text box containing '50500'; 'Project:' with a dropdown set to 'begins with' and an empty text box; and 'Budget Plan ID:' with a dropdown set to '=' and an empty text box. Each text box has a magnifying glass icon to its right. At the bottom of the form, there are four buttons: 'Search' (yellow), 'Clear' (yellow), 'Basic Search' (blue), and 'Save Search Criteria' (blue with a document icon).

# Reporting on and Analyzing Project Activity

Navigation: **Project Costing**  
> **Review Costs** >  
**Accumulated Costs** >  
**Purchase Orders by Activity**  
> **Find an Existing Value**

The **Purchase Orders by Activity** page displays all Project transactions related to a Purchase Order. These transactions could carry different Analysis Types depending on what status they are in.

## Purchase Orders by Activity Page

## Purchase Orders by Activity



Project 290\_100\_11

Activity TASK\_1


Description Drinking Water Service


Description Task One


Purchase Orders

Personalize | Find | View All |  

First 1 of 1 Last

Analysis Type	Purchase Order	Currency	Unit of Measure	Quantity	Amount	
COM	0000000001	USD	EA	10.00	2,750.00	

 Return to Search

 Notify

# Training Exercise: Reporting on and Analyzing Project Activity

**In this exercise, you will practice locating a project activity report. Use the data on the training exercise to complete the activity.**



# Training Exercise: Debrief

- 1. List three of the reporting and/or analysis capabilities provided by Project Costing.**
- 2. What is the purpose of grouping project transactions at a summary level?**





# Summary: Reporting on and Analyzing Project Activity

**Now that you have completed the Reporting on and Analyzing Project Activity lesson, you should be able to:**

- Explain the reporting and/or analysis capabilities provided by Project Costing.

# Using Flexible Analysis

In addition to the seeded reports and summary pages provided by Project Costing, an interactive tool called Flexible Analysis is also available for customizable project cost and transaction analysis.

Flexible Analysis is an online tool that allows for project analysis based on pre-defined Flexible Analysis templates. Within the Flexible Analysis template, Analysis Groups are defined based the attributes required for analysis (e.g. Budgets, Actual Costs, Variance, etc.). What makes the tool powerful is that users are able to view one data item at a time, such as costs by Source Type or Category, depending on template definition.

# Using Flexible Analysis

**Flexible Analysis**

Project 290\_100\_11      Description Drinking Water Service

Flexible Analysis Cost Summary : User Template :  
BUDGET\_ACTUAL      Personalize | Find | View All | First 1 of 1 Last

Project	Budgets	Actual Cost	Variance
290_100_11	\$405,000.00	\$14,195.00	\$-400,805.00

Flexible Analysis Template

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Navigation: **Project Costing > Interactive Reports > Flexible Analysis > Find an Existing Value**

The Flexible Analysis page initially displays amounts at the Project level of detail. The Columns displayed on the page are derived from the predefined Flexible Analysis template and the amounts are grouped by the Analysis Groups defined on the template.



Select the **Project ID** link to drill down to the activity level.

# Using Flexible Analysis

## Flexible Analysis





Project 290\_100\_11      Description Drinking Water Service

Flexible Analysis Cost Summary : User Template :  
BUDGET\_ACTUAL

Personalize | Find | View All |   First 1 of 1 Last

Project	Budgets	Actual Cost	Variance
290_100_11	\$405,000.00	\$14,195.00	\$-400,805.00



### Flexible Analysis Template

 Return to Search  Previous in List  Next in List  Notify

The Flexible Analysis page at the Activity level of detail shows the same columns defined from the Template, but the costs are broken out by Activity ID.

Click the Activity ID link to drill-down to the Detail Activity Level of detail or to the Source Type level of detail.

# Using Flexible Analysis

Flexible Analysis Cost Summary : User Template : BUDGET_ACTUAL				
Personalize   Find   View All     First 1 of 1 Last				
Subcategory	Budgets	Actual Cost	Variance	Detail
		\$1,000.00	\$1,000.00	<a href="#">Detail</a>

The Flexible Analysis page allows the user to continue to drill-down on Project transactions to the Source Subcategory level where the [Detail](#) button is available.

Click [Detail](#) to drill to the actual Project Transaction.

# Using Flexible Analysis

## Transaction List Page

### Transaction List

Project 290\_100\_11

Description Drinking Water Service

Activity TASK\_1

Description Task One

[Add Transactions](#)

[Transaction Adjustment](#)

Analysis Group ALL

From Date 01/01/2000

Through Date 12/31/2014

Date Type Accounting Date

Max Rows 200

1 to 2 of 2

[Search](#)

☒ Flex Analysis Drill Down → 290\_100\_11 • TASK\_1 • SRC\_1 • .. • ..

**Project Transactions**

Personalize | Find | View All | |

First 1-2 of 2 Last

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	
ACT	SRC_1			1.00	EA	1,000.00	USD			
BIL	SRC_1			1.00	EA	1,000.00	USD			

[Return to Flexible Analysis](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Update/Display](#) [Correct History](#)

When accessed from the Flexible Analysis pages, the Transaction List page displays all of the Project transactions that made up the drill-down level of detail.

# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Using Flexible Analysis.**

1. The Flexible Analysis page allows the user to drill-down on Project transactions to what level?
2. Within the Flexible Analysis template, how are Analysis Groups defined?



# Summary: Using Flexible Analysis

**Now that you have completed the Using Flexible Analysis lesson, you should be able to:**

- Use the flexible analysis templates that have been created in the system.



# Creating and Managing Fund Distribution Rules

Project transactions can be split or distributed among multiple funding sources. A Funds Distribution process (PC\_FND\_DIST) distributes funding by applying Funds Distribution rules to incoming transactions from feeder systems, and assigning costs accordingly. These distributed transactions can be priced using the Pricing Engine (PC\_PRICING) for billing purposes.

Funds Distribution is a three-step process:

- Identify Project transactions that are eligible for distribution at the Activity level.
- Define Funds Distribution rules—the percentages of the Project transaction amounts that are passed on to each funding source.
- Run the Funds Distribution process.

# Creating and Managing Fund Distribution Rules

Navigation: **Project Costing > Funds Distribution > Funds Distribution > Find an Existing Value**

Use the Search Criteria to retrieve the Activity for Funds Distribution.

**Business Unit** – is the Agency in which the Project is stored.

**Project** – the Project ID for Funds Distribution.

**Activity** – select the Activity for Funds Distribution.

## Funds Distribution Page

**Funds Distribution**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit:

= ▼

29000

Project:

begins with ▼

290\_101\_10

Activity:

begins with ▼

Project Description:

begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Creating and Managing Fund Distribution Rules

## Funds Distribution- Source Page

**Funds Distribution - Source**

Business Unit 29000 Copy From

Project 290\_101\_10 Software Upgrade

**Activity Options**

☒ All Participating Activities  
☐ Specify Activity

**Rates** Find First 1 of 1 Last

\*Effective Date 07/02/2014 Status Active + -  
Rate Selection Rate Set Rate AS\_INCURRED + -  
[View Rates](#)

**Source Criteria** Find View All First 1 of 1 Last

\*Effective Date 07/02/2014 Status Active ☒ Group Target Definitions + -

**Define Criteria for Incoming Transactions** Personalize Find 1 of 1 Last

**Project Costing and HR** **General Ledger** **POST**

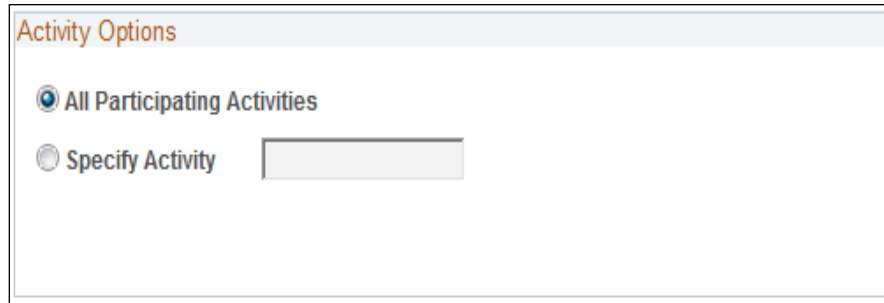
Target	*Target Group ID	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID
Target	1	ACT	%	%	%	%	%	%	%	%
Target	1	BFEE	%	%	%	%	%	%	%	%
Target	2	COSTS	%	%	%	%	%	%	%	%

Save Return to Search Add Update/Display Include History Correct History

Use the Funds Distribution – Source Page to define the incoming Project transactions that are subject to Funds Distribution rules.

Click **Copy From** to copy funds distribution rules from another Activity in the same Business Unit.

# Creating and Managing Fund Distribution Rules



Activity Options

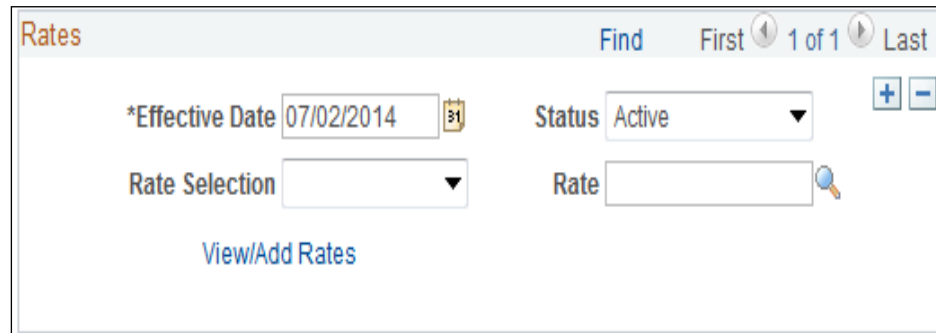
☒ All Participating Activities

☐ Specify Activity

**All Participating Activities** – This allows all activities for a particular project that have the Participating feature checked on the Activity Definition page under Funds Distribution to be grouped together. As a group, the same source rules will apply to all the activities and the group can be associated with one Target definition.

**Specific Activity** – Select to indicate that the source rule applies to one activity in the project. Enter the activity in the field to the right.

# Creating and Managing Fund Distribution Rules



The screenshot shows a web-based form titled "Rates". At the top right, there is a "Find" button and navigation controls showing "First", "1 of 1", and "Last". The form contains several input fields: "\*Effective Date" with a date picker set to "07/02/2014", "Status" with a dropdown menu set to "Active", "Rate Selection" with an empty dropdown menu, and "Rate" with an empty text box and a magnifying glass icon. There are also "+" and "-" buttons next to the "Status" dropdown. At the bottom of the form, there is a blue link labeled "View/Add Rates".

**Effective Date** – define when this Funds Distribution Rule is effective.

**Rate Selection** – allows you to select a Rate Set or a Rate Plan.

**Rate** – Select a rate plan or a rate set, depending on the selection in the Rate Selection field.

# Creating and Managing Fund Distribution Rules

Source Criteria Find | View All First 1 of 1 Last

\*Effective Date   Status   ☒ Group Target Definitions

**Group Target Definitions** – This value will default from the Project Costing Options page at the Business Unit level if checked. Otherwise it will default from the Project Definition page of the current project, if checked. The default can be overridden on this page.

# Creating and Managing Fund Distribution Rules

## Project Costing and HR Tab

Define Criteria for Incoming Transactions Personalize | Find | [?] | [ ] First 1-3 of 3 Last

Project Costing and HR General Ledger

Target	*Target Group ID	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID
Target	1	%	ACT	%	%	%	%	%	%	%
Target	1	%	PAY	%	%	%	%	%	%	%
Target	1	%	GLE	%	%	%	%	%	%	%

**Target Group ID** – Assign this ID based on which source rules will be grouped together. This takes alphanumeric combinations or sequential numbers. Basically, each line which shares the same Target Group ID shares the same source funding. This field is only visible if Group Target Definitions checkbox is selected.

# Creating and Managing Fund Distribution Rules

## General Ledger Tab

Define Criteria for Incoming Transactions

Personalize | Find | First 1-3 of 3 Last

Project Costing and HR | General Ledger

Target	GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	CFDA#	Affiliate
Target	%	%	%	%	%	%	%	%	%	%	%
Target	%	%	%	%	%	%	%	%	%	%	%
Target	%	%	%	%	%	%	%	%	%	%	%

General ledger ChartFields can be overridden here, but caution should be used to ensure that any changes made to ChartFields are in accordance with accepted business practice.



# Creating and Managing Fund Distribution Rules

## Funds Distribution- Target Page

Projects Funds Distribution

Project 290\_101\_10      Software Upgrade

Activity

Source Criteria

Effective Date 07/02/2014      Status Active      Target Group ID 1

Define Criteria for Incoming Transactions

Personalize | Find | First 1-2 of 2 Last

Project Costing and HR | General Ledger

Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Empl ID	Currency Code
ACT	%	%	%	%	%	%	%	%	%	%
BFEE	%	%	%	%	%	%	%	%	%	%

Sort Descending Sequence

Target Thresholds

Find | View 1 | First 1-2 of 2 Last

Sequence 1      Description Software Upgrade      Status Active      Start Date 07/02/2014      End Date 10/31/2014      Adjustment

Threshold Amount 58,000.00      Distributed Amount 0.00      Exception Amount 0.00      Currency USD

Define Target Rows

Personalize | Find | First 1-2 of 2 Last

Project Costing | General Ledger

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Bu
80.0000	FED	Sponsor Share	%	%	%	%	46,400.00	0.00	
20.0000	STA	State Share	%	%	%	%	11,600.00	0.00	

Sequence 2      Description Software Upgrade Phase II      Status Active      Start Date 11/01/2014      End Date 07/02/2015      Adjustment

Threshold Amount 200,000.00      Distributed Amount 0.00      Exception Amount 0.00      Currency USD

Define Target Rows

Personalize | Find | First 1-2 of 2 Last

Project Costing | General Ledger

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Bu
80.0000	FED	Sponsor Share	%	%	%	%	160,000.00	0.00	
20.0000	STA	State Share	%	%	%	%	40,000.00	0.00	

Use the **Funds Distribution-Target** page to define percentages that will be used to split Project transactions between funding sources.

# Creating and Managing Fund Distribution Rules

## Project Costing Tab

Define Target Rows									
Project Costing		General Ledger		Personalize   Find   First 1-2 of 2 Last					
Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	But
80.0000	FED	Sponsor Share	%	%	%	%	46,400.00	0.00	
20.0000	STA	State Share	%	%	%	%	11,600.00	0.00	

**NOTE:** For each incoming Project transaction that meets the Source Criteria, the system creates a Target row in the Project Transaction table with an amount equal to the defined percentage of the cost, and it uses the Analysis Type, Activity, Source Type, Category, and Subcategory that are defined in this row in the Define Target Rows section of the page.

# Creating and Managing Fund Distribution Rules

## General Ledger Tab

Define Target Rows Personalize | Find |  First 1-2 of 2 Last

Project Costing **General Ledger**

GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	CFDA#		
29000	%	%	%	%	%	%	%	%	%		
29000	%	%	%	%	%	%	%	%	%		

General ledger ChartFields can be overridden here, but caution should be used to ensure that any changes made to ChartFields are in accordance with accepted business practice.

# Creating and Managing Fund Distribution Rules

Navigation: **Project Costing > Funds Distribution > Process Funds Distribution > Find an Existing Value**

**Run Control ID** – create a new Run Control or select an existing value from the list.

**Note:** The Funds Distribution process is called when Project transactions are interfaced from feeder modules into Project Costing. The process can also be executed on an ad hoc basis as illustrated here.

## Running Funds Distribution

**Funds Distribution**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit:

=

29000

Project:

begins with

290\_101\_10

Activity:

begins with

Project Description:


begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

# Creating and Managing Fund Distribution Rules

The Funds Distribution process can be used to:

- Process new source transactions that have not been distributed by the Funds Distribution process.
- Redistribute source transactions that have been distributed in a previous run of the Funds Distribution process.

## Funds Distribution Page

The screenshot displays the 'Funds Distribution' web interface. At the top, it shows 'User ID: DELLIS' and 'Run Control ID: FUNDS\_DISTRIBUTIONProcess Monitor'. A 'Run' button is in the top right. Below this, 'Program Name: PC\_FND\_DIST' is shown next to a 'Process Frequency' dropdown set to 'Always'. The 'Run Control Options' section includes a '\*Option' dropdown set to 'Business Unit/Project', a 'Business Unit' text field with '290000', and a 'Project' text field with '290\_101\_10'. To the right, 'Request Number' is '1' with a 'Transaction Detail' link, and '\*Date Option' is 'Accounting Date'. Below these are 'From Date' and 'Through Date' both set to '07/02/2014'. The 'Application Options' section has two panels: 'Processing Mode' with radio buttons for 'Reprocess Distributed Transactions' and 'Process Undistributed(New) Transactions' (the latter is selected), and 'Additional Options' with checkboxes for 'Apply Burden Rates' and 'Run Pricing After Funds Distribution' (both are checked). At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

# Creating and Managing Fund Distribution Rules

## Process Scheduler Request Page

Process Scheduler Request

User ID: DELLIS Run Control ID: FUNDS\_DISTRIBUTION

Server Name: PSUNX Run Date: 07/02/2014

Recurrence: Run Time: 1:22:27PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Funds Distribution	PC_FND_DIST	Application Engine	Web	TXT	Distribution

OK Cancel

Select the checkbox next to the desired process.

Click  to execute the process. Navigate to the Process Monitor link to view the Process instance.

# Training Exercise: Creating and Managing Fund Distribution Rules

**In this exercise, you will practice creating and managing fund distribution rules. Use the data on the training exercise to complete the activity.**



# Training Exercise: Debrief

1. What are the three steps in the funds distribution process?
2. What is the “funds distribution- source page” used for?





# Summary: Creating and Managing Fund Distribution Rules

**Now that you have completed the Creating and Managing Fund Distribution Rules lesson, you should be able to:**

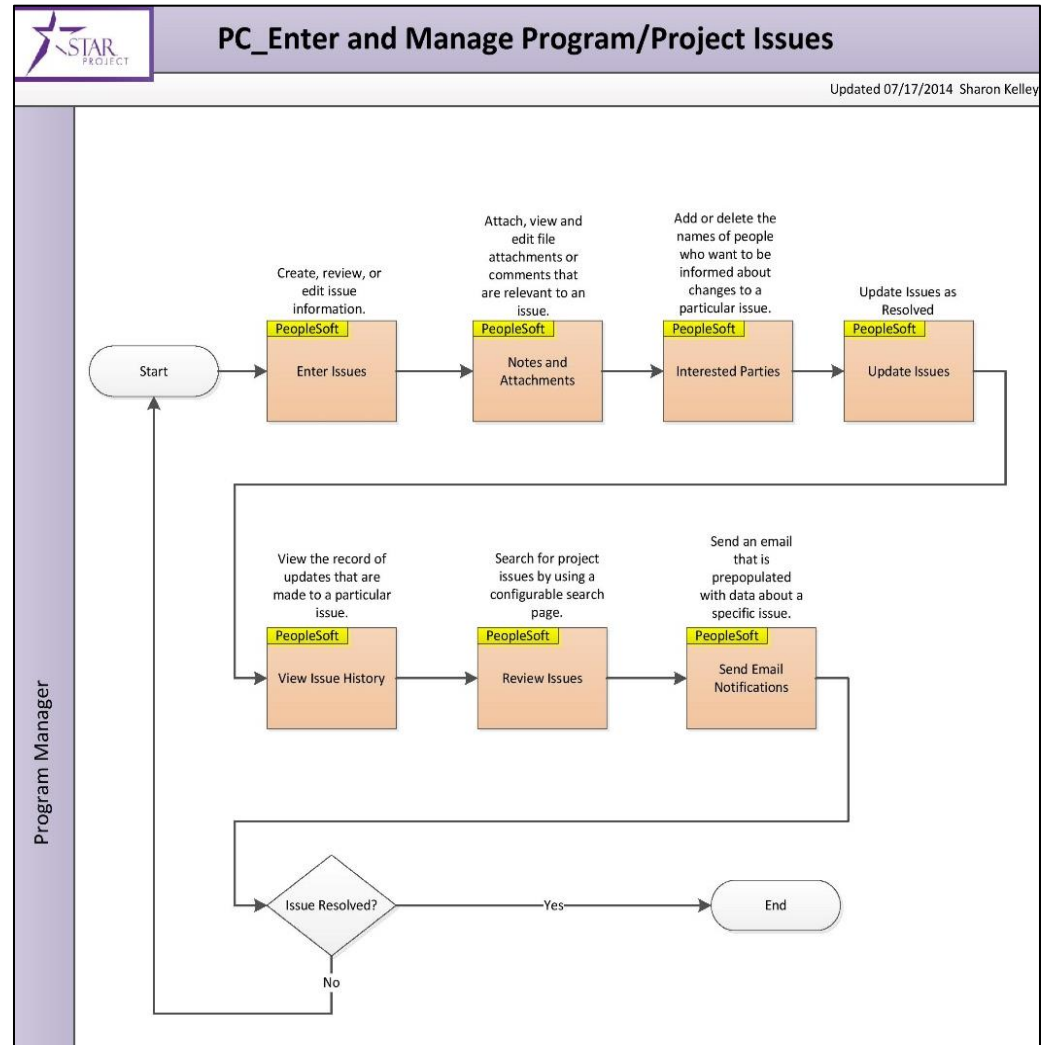
- Describe the process by which funds are distributed to incoming transactions.
- Understand how project costs are distributed among the sources of funding.

# Creating and Maintaining an Issue Log

- This process details how to associate risks and issues with a project and how to track and resolve.
- When associating risks or issues to a project, additional information may be captured, such as the date the risk occurred and comments.
- Risks and issues are expected to be maintained within projects by agency staff.

# Creating and Maintaining an Issue Log

## Creating and Maintaining an Issue Log Process Flow



# Creating and Maintaining an Issue Log

The following are the steps involved with creating / maintaining the Issue Log:

1. Start
2. Log an issue
3. Manage an issue with comments
4. Clear an issue
5. Log a risk
6. Manage a risk with comments
7. Clear a risk
8. End

# Summary: Creating and Maintaining an Issue Log

**Now that you have completed the Creating and Maintaining an Issue Log lesson, you should be able to:**

- Describe the process of capturing risks and issues that are associated with a project.

# Overview of Accounting Rules

This lesson is an overview of accounting rules, their purpose, and how they function. The key to accounting rules is that project costing transactions must meet criteria established within a rule in order to generate an eligible journal transaction.

## **Accounting Rules**

Accounting Rules are defined to create a debit and credit for Project transactions that need to reflect accounting entries. These accounting entries are always defined for Billable Project transactions and oftentimes defined for other Project transactions. An example is funds distribution transactions.

# Overview of Accounting Rules

Accounting Rules are defined to select Project transactions based on particular values in the Project transaction line or the Project definition. For example, an Accounting Rule could be created for a particular Analysis Type and Project Type.

Accounting Rules rarely need to be changed. In those cases where a new or modified accounting rule is identified, DOA will own the change or addition to the accounting rules. Once they are configured, they are set and left alone. For training purposes, it is important to have a general overview of how they work.

# Overview of Accounting Rules

## Accounting Rules Page

**Accounting Rules**

PC Business Unit 29000 Description Regular

Analysis Type BIL \*Resource General Ledger Unit 29000 \*Status Active

Analysis Group % Source Type % \*Journal Template CA\_GM

Contract % Category %

Project Type TYP\_A Subcategory %

Project % Project Transaction Type %

Activity % Project Transaction Code %

**Additional Selection Criteria**

Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Operating Unit	Affiliate	Fund Affil	Alt Acct
%	%	%	%	%	%	%	%	%	%	%	%

Copy Accounting Entries To...

**Organization** Find | View All First 1 of 1 Last

\*Inter-Organization Level Default

**Accounting Entries** Personalize | Find | View All | First 1-2 of 2 Last

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
1 Debit		Unbilled Accounts Receivable	29000	111500	%	%	%	%	%	%
1 Credit		Revenue		455101	%	%	%	%	%	%

Save Return to Search Previous in List Next in List Notify Add Update

An example of an accounting rule is when the end user debits unbilled accounts receivable and credits revenue. When a transaction comes in that meets a certain criteria, a specific accounting rule is applied.



# Summary: Overview of Accounting Rules

**Now that you have completed the Overview of Accounting Rules lesson, you should be able to:**

- Explain that accounting entries are generated from project transactions using the accounting rules to determine the debit accounts.

# Complete a Project

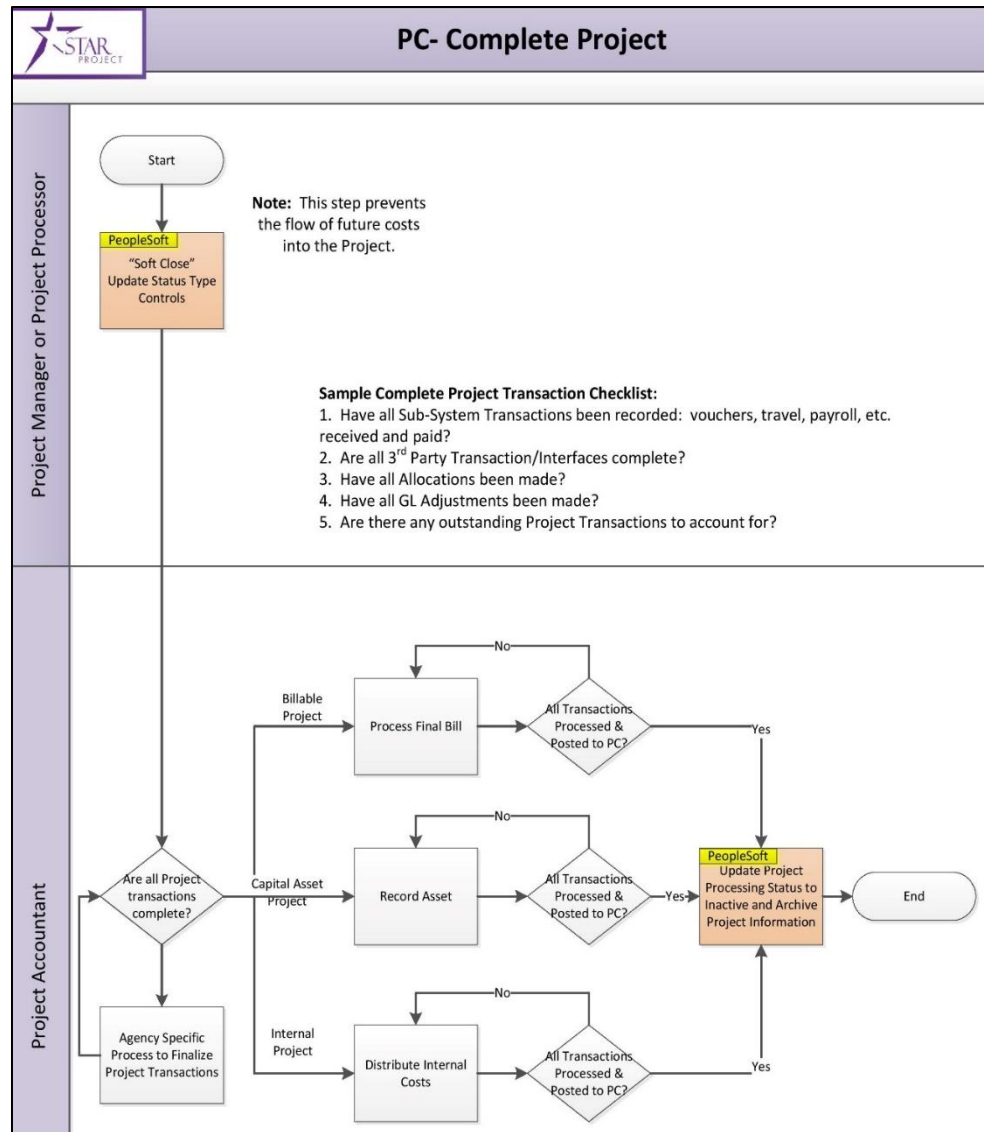
This process details how to complete projects.

Each agency will have its own specific steps, approvals, and requirements as to how projects are to be closed. Generally, the process requires the following major steps:

- Ensure all cost transactions have been fully processed.
- If a revenue project, ensure all billable transactions have been invoiced.
- Complete all adjustments necessary to the project.

# Complete a Project

## Complete a Project Process Flow



# Complete a Project

The following business steps are required to ensure that a project closes ready:

1. Soft close a project- the project remains active but the end user can still control transactions. This is performed through establishing the project status to the appropriate setting. For example, to control all transactions but a journal entry, the project status is "RECON." It also prevents the flow of future costs into the project.

# Complete a Project

## 2. Complete a Project Transaction Checklist:

- Have all Sub-System transactions been recorded: vouchers, travel, payroll, etc., received and paid?
- Are all third party transaction/interfaces complete?
- Have all Allocations been made?
- Have all GL Adjustments been made?
- Are there any outstanding Project Transactions to account for?

# Complete a Project

Each agency will have a specific authorization and business process to finalize project transactions. For the three different projects, the following are the steps to take:

1. Billable Project-Process Final bill and if all transactions are processed and posted to PC, update project processing status to inactive and project status to closed.
2. Capital Asset Project-Record Asset and if all transactions are processed and posted to PC, update project processing status to inactive and project status to closed.
3. Internal Project-Distribute Internal Costs and if all transactions are processed and posted to PC, update project processing status to inactive and project status to closed.

# Learning Checkpoint

**Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Completing a Project.**

1. What happens when you “soft close” a project?
2. What is the “funds distribution- source page” used for?



# Summary: Complete a Project

**Now that you have completed the Complete a Project lesson, you should be able to:**

- Complete all steps in the Project Transaction checklist prior to completing a project.
- Understand the business steps that are required to ensure a project closes ready.



# Module 2: Summary

## Now that you have completed the Managing Projects module, you should be able to:

- Create and Maintain Projects
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Create and Maintain Rate Sets.
- Collect, Distribute, and Price Sets.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Demonstrate Reporting on and Analyzing Project Activity.
- Use Flexible Analysis.
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Explain Accounting Rules.
- Illustrate how to Complete a Project.

## 4

# Course Summary

- › Objectives Achieved
- › Next Steps
- › Additional Resources
- › Additional Questions
- › Course Survey

# Objectives Achieved

## **Congratulations! You have completed the Project Costing course and should now be able to:**

- Explain the Purpose and Benefits of Project Costing.
- Describe Project Costing End-to-End Processes.
- Recognize how Projects fits into PeopleSoft and Integrates with Other Modules.
- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Summarize how to Create and Maintain Rate Sets.
- Explain how to Collect, Distribute, and Price Costs.
- Demonstrate Reporting on and Analyzing Project Activity.
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Illustrate how to Complete a Project.

# Next Steps

**Now that you have completed the course, make sure that you complete the following tasks:**

- Course assessment
- Course evaluation
- Log off your workstation



# Additional Resources

**The following resources are available to increase your understanding of the lessons covered in this course:**

- STAR User Productivity Kits
- STAR Job Aids

**For additional Information:**

- STAR Project Website: [starproject.wi.gov](http://starproject.wi.gov)
- STAR Intranet: <http://starconnection.wi.gov/Team>

# Additional Questions

